

Huntingdon Crematorium and Cemetery Information Pack



Service Times

Day	Time	Type of Service
Mon - Fri	Between 8.30 and 8.45	Direct Funeral Services ¹
Mon - Fri	9.00 – 9:15 & 9.15 - 9.30	Goodbye Service ²
Mon – Fri	9:30 – 10:30	Full Service
Mon - Fri	10.45 – 11.45	Full Service
Mon - Fri	12.00 – 13.00	Full Service
Mon - Fri	13.15 – 14.15	Full Service
Mon - Fri	14.30 – 15.30	Full Service
Mon - Thu	15.45 – 16.45	Full Service
Fri	15.45 – 16.00	Goodbye Service ² or Direct Service ²

¹ This type of service does not allow for any chapel time or family attendance. The date and time of the cremation is to be agreed with the Crematorium.

² This type of service allows for 15 close family/friends to attend the short service

General Information

As the local Burial Authority, Huntingdon Town Council is responsible for and manages/maintains the cemeteries in Priory Road and Primrose Lane, along with the closed churchyards across the town. Burial space was in limited supply and the Town Council managed to acquire land to provide for a new cemetery and planning permission was granted for a crematorium.

The crematorium is one of three UK sites operating on electricity to cremate. The woodland within the crematorium grounds (Sapley Woods) has recently opened and is available for the scattering of cremated remains and families can purchase a memorial from the Council for placement within these woods. In addition to the woodland area, Huntingdon Crematorium also includes a cemetery for approximately 2000 plots and formal memorial gardens.

The Town Council has also taken the opportunity to have a new depot and purpose-built glasshouse constructed at the rear of the site, with the heat recovered from the cremator used to heat the greenhouse, which will be used to propagate and grow plants for the town's flower beds and containers.

Allotment holders will have already seen the Eco Composter in action on their sites. This will be used to compost the floral tributes, grass cuttings, hedge trimmings etc. to use on the flower beds, so that all waste is reused in a way that is as environmentally friendly as possible.

There are solar panels installed on the depot to generate power to recharge the battery-operated mowers and trimmers.

These proactive steps will help the town in reducing its carbon footprint, but there is more which can be done to move this forward.

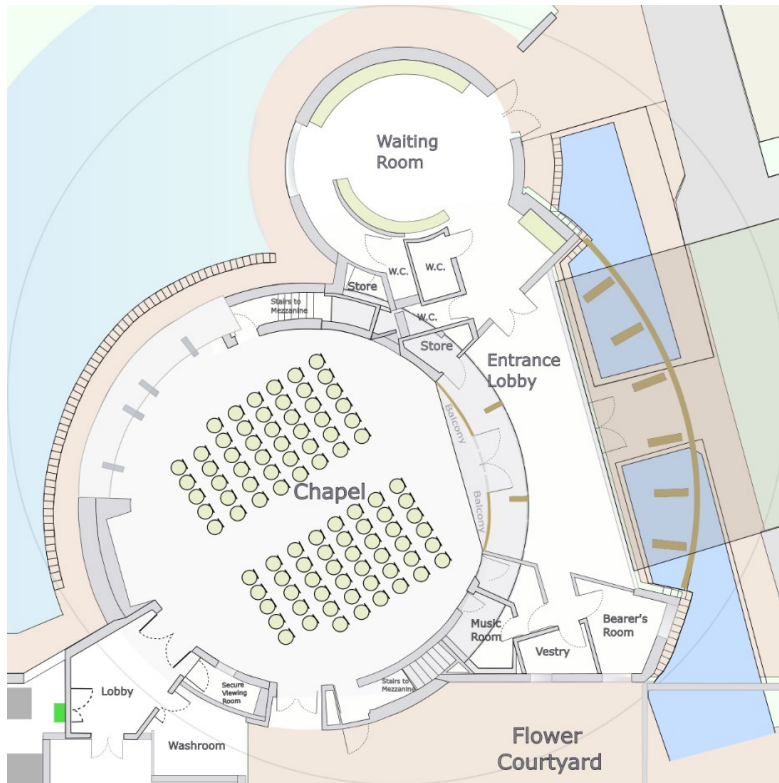
The Town Council promote the use of coffins which use sustainable timber which is less harmful to the environment. Currently, most coffins used by Funeral Directors are made of veneered faced chipboard or MDF and the construction of these products involves the use of formaldehyde and other resins to bind the materials together. In turn these then enter the water source and water table.

The crematorium ensure that flowers provided for services and used in the grounds are environmentally friendly. Many floral tributes are formed using a single use plastic wreath ring or letters spelling out the name or Dad / Mum etc. This plastic is then filled with flora foam, which is made up of thousands of small plastic particles. It takes over ten years for the foam to breakdown. It infiltrates our watercourses with microplastics. There are alternatives to these types of floral tributes, such as Enviro Flora foam, which breaks down in two/three years but this still contains the harmful plastic micros. Florists are encouraged to return to the traditional forms of floristry and encourage the use of bouquets tied with jute or raffia, all of which can easily be composted.

Only UK sourced, sustainable memorials will be permitted at the crematorium. Currently, 90% of all headstones erected in the UK use imported granite from either China or India, creating a huge carbon footprint of approximately 2,390 tonnes of CO2 per year. Research has shown that if only UK sourced granite was used the carbon reduction would be 500%. In addition, by using stone sourced from UK quarries, this would protect jobs in that industry.

All these initiatives will help reduce the Carbon Footprint of funerals and make Huntingdon a better place to live, visit and work.

Chapel Information



The Chapel seats 170 on the ground floor with a further 30 seats on the mezzanine which can be accessed from either side of the chapel.

Media Services

The chapel has media facilities such as music, webcasting and video or photo slideshow supplied by Obitus. All Media requirements for your service must be ordered through your funeral director.

Prices for each service are provided in the price list supplied in this information pack.

Waiting Room

The waiting room has a screen to display the service in the event of services with very large attendance (and an additional screen in the foyer) and plenty of standing space to accommodate mourners. There is also seating for families waiting for services to begin.

Toilets

Toilets can be accessed via the waiting room.

Viewing the chapel

If you, or any of your families would like to view the chapel, please contact the Office to make an appointment.

Booking a cremation or burial

Huntingdon crematorium uses Plotbox which is a cemetery and crematorium software package to process all tasks associated with cremation, burial and memorials. Funeral directors can log into their own portal on Plotbox to provisionally book cremation dates.

The facility, diary, time, date and service type can be selected and once the booking is submitted, an email from the crematorium will be sent to confirm the booking.

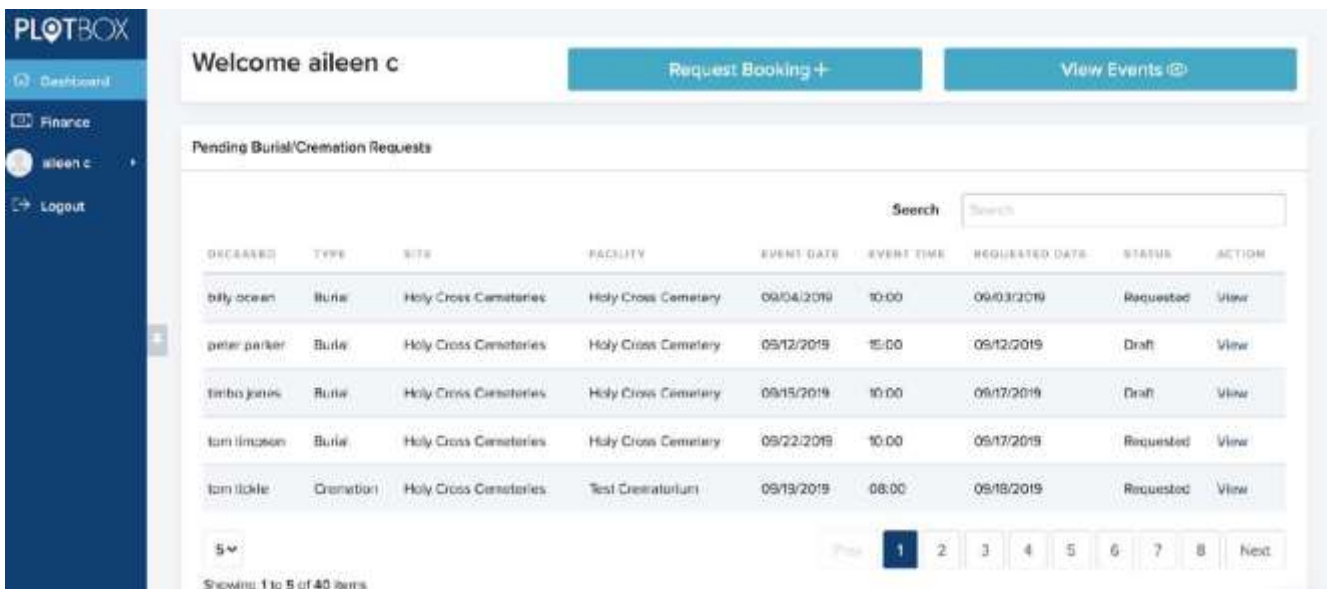
Paperwork can be submitted by logging onto the portal and selecting the required appointment. Paperwork can then be dragged and dropped into the documents section and crematorium staff will be able to access the documents immediately.

How to setup for first time use on the Plotbox portal

1. Access the link to the Plotbox portal <https://huntingdowntown.plotbox.io/login/>
2. Click on 'Would you like to sign up' link
3. You will then be asked to choose your appropriate role (Funeral Director or Memorial Mason)
4. Fill in contact and account details and submit
5. You will receive a receipt email and then a second email to tell you that your account is live once the Crematorium Administration team have enabled your account

How to request a booking

1. Log into the portal (you will then be taken to the screen shown below)
2. Click the Request booking button at the top of the screen (this will open your booking form)



The screenshot shows the Plotbox portal dashboard for user 'aileen c'. The dashboard includes a sidebar with navigation options: Dashboard, Finance, aileen c, and Logout. The main content area displays 'Welcome aileen c' with buttons for 'Request Booking +' and 'View Events (0)'. Below this is a section for 'Pending Burial/Cremation Requests' with a search bar and a table of requests.

DECEASED	TYPE	SITE	FACILITY	EVENT DATE	EVENT TIME	REQUESTED DATE	STATUS	ACTION
billy ocean	Burial	Holy Cross Cemeteries	Holy Cross Cemetery	09/04/2019	10:00	09/03/2019	Requested	View
peter parker	Burial	Holy Cross Cemeteries	Holy Cross Cemetery	09/12/2019	15:00	09/12/2019	Draft	View
timbo jones	Burial	Holy Cross Cemeteries	Holy Cross Cemetery	09/15/2019	10:00	09/17/2019	Draft	View
tom lincoln	Burial	Holy Cross Cemeteries	Holy Cross Cemetery	09/22/2019	10:00	09/17/2019	Requested	View
tom liddle	Cremation	Holy Cross Cemeteries	Test Crematorium	09/19/2019	08:00	09/19/2019	Requested	View

Showing 1 to 5 of 40 items

- Complete the Event Information form (shown below) by selecting the desired slot in the booking diary

Event information

Facility * Diary *

Event Type Is this a new grave?
Burial No - This is a re-opening Yes

See Available Times From Next 7 days > Please select a date and time *

Tue 28/07/2020	Wed 29/07/2020	Thu 30/07/2020	Fri 31/07/2020	Sat 01/08/2020	Sun 02/08/2020	Mon 03/08/2020
09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30	09:00 - 09:30
11:00 - 11:30	11:00 - 11:30	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00	10:30 - 11:00
11:30 - 12:00	11:30 - 12:00	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30
12:00 - 12:30	12:00 - 12:30	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00	11:30 - 12:00
13:30 - 14:00	13:30 - 14:00	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30	12:00 - 12:30
14:00 - 14:30	14:00 - 14:30	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00	13:30 - 14:00

4. Complete the deceased information form (place of death can be selected from the dropdown, or if a location is not available it can be added by clicking the New Location button (alternatively you can check the 'make same as deceased' checkbox to copy the address of the deceased into place of death.

5. Complete the additional information form (this is a notes box where you can enter any other information that you want to convey in relation to the burial/deceased.

6. Save the booking

7. You will either get the message 'Your booking request has been made, keep up to date with it via your dashboard' if the booking is successful

Or

'This booking time is no longer available, please select another time' if the time slot was taken whilst you were filling out the form.

8. Once you have submitted your request you will receive an acknowledgement email (this does not confirm your time slot—only that the crematorium has received it.

You will then receive another email once the crematorium administration team has saved your booking in their diary. Once the fully completed burial or cremation notification has been received, the burial will be confirmed by email.

Events that have been requested will display in a table on your dashboard called 'Requested Events'. These will only display here until they have been saved in the diary by the crematorium administration team. Once they are saved, they will move to the Events List. This can be accessed by clicking on the View Events button on the top right of the portal dashboard.

Submitting Burial/Cremation Paperwork

Paperwork can be submitted by email, post, in-person or through Plotbox once you have chosen the specific date and time.

Paperwork must be received at least 72 hours prior to date of the service.

Huntingdon Crematorium has a single form for the instructions for cremation and ashes form. This can be found in the Form Pack and is entitled HTC Prelim.

When requesting a new booking, you can drag and drop (or upload) documents to the 'Documents' box on the 'Additional Information' section.

The screenshot shows the 'Request New Booking' form with a progress bar at the top indicating four steps: 1. EVENT INFORMATION, 2. DECEASED INFORMATION, 3. APPLICANT INFORMATION, and 4. ADDITIONAL INFORMATION. The 'Additional Information' section is active and contains a 'Notes' field with a placeholder 'Additional Notes' and a 'Documents' section with a dashed border and a 'Drag and drop files here to upload or [choose file](#)' prompt. Navigation buttons for 'Previous' and 'Save' are visible at the bottom.

You can also add paperwork to an existing booking (whether requested or confirmed) by accessing the booking in the portal and by choosing the 'Additional Information' tab. In this section, documents can be dragged and dropped (or uploaded) into the documents section at the bottom and the documents will be linked to the requested or existing booking.

The screenshot shows an existing booking form for 'Event - 268879'. It features three main sections: 'Event Information', 'Deceased Information', and 'Applicant Information'. Below these is a 'Documents' section with a dashed border and a 'Drag and drop files here to upload or [choose file](#)' prompt. Navigation buttons for 'Previous' and 'Save' are visible at the bottom.

Event Information	
Facility	Crematorium
Event Name	City of Belfast Crematorium
Event Date	25/06/2025
Event Time	10:00:00
Event Type	10:30:00
Status	Requested
Event Type	Cremation
Service Type	Controlled

Deceased Information	
Name	Ryan
Date of Birth	19/04/2000
Age at Death	25
Religion	Buddhist
Address Line 1	3
Address Line 2	BRAN HILL
Town	GREYSTEELE
County	LONDONDERRY
Postcode	BT6

Applicant Information	
Name	Mary Bevin
Relationship	Child
Address Line 1	3
Address Line 2	BRAN HILL
Town	GREYSTEELE
County	LONDONDERRY
Postcode	BT6 2DS

Collecting Cremated Remains

Cremated Remains can be collected by funeral directors or ONE nominated person (this is usually the applicant but can be another nominated person, but we can only accept ONE named person to collect OR the funeral director to collect, not both.

The crematorium will take their instructions from the most recently dated, signed instruction form which must be signed by the applicant for the cremation. Any changes in instructions must be received in writing at least 24 hours prior to collection.

The designated, named person on the cremation paperwork can collect cremated remains from the crematorium by ringing to make an appointment to collect. Please ensure that prior to attending, that we have sufficient time to obtain the cremated remains from our secured storage and the necessary checks have taken place prior to release.

Applicants or nominated persons MUST make an appointment with the office to collect and MUST bring photographic ID (such as a driving license with photo or a passport) with them when they come to collect.



RTN Soil and Living Memorials

Huntingdon Crematorium is dedicated to the protection of the wildlife within our grounds and therefore our aim is to ensure our grounds have fertile, non-toxic soil. It is for that reason that all of the cremated remains that are laid to rest within the grounds will be mixed with a specially developed soil which is composed of an all-organic mixture made using 100% biodegradable material which blends with ashes to create a soil mixture which does not harm the environment in any way and is scientifically proven to support plant life. RTN soil creates a nourishing environment scientifically proven to support plant life.

Living Memorial Option for Collection of Ashes

RTN soil can also be purchased as part of our Living memorial option in order for burial or scattering to take place in an alternative location to our grounds. Living Memorial is a simple to use memorial kit to use at home for scattering or burying in a safe and responsible manner. The home memorial plantings can be carried out either in the ground or a suitable planter, Container or pot. The Living Memorial container is comprised of a functional, well-presented and fully recyclable cylinder in which your loved one's ashes are placed with RTN soil ready for scattering or burial. The soil is 100% organic and does not harm the environment in any way. It is suitable for use with multiple plants.

Families can choose to purchase a home memorial kit in which their loved one's cremated remains are returned to them, pre-mixed with the RTN soil by completing and submitting the Living Memorial Application form at the time of making arrangements for the funeral.

Flowers and Floral Tributes

- Floral tributes and flowers should be simple and minimal.
- We will **ALLOW** natural flowers tied with string or raffia, single stems or petals.
- We will **ALLOW** mosses, woven wooden frames and bamboo without wire.
- Everything must be compostable.
- We will **NOT ALLOW** plastic moulds, frames, wires, netting, oasis, florist's 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.
- Floral tributes placed on a grave can remain for a maximum of **five** working days. 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.
- The Council reserves the right to remove, without notice, any flowers or tributes that in its opinion have become unsightly due to changes in weather conditions.
- Floral tributes should be made from seasonal, British grown growers which will lower the carbon footprint and also supports local growers and farmers.
- Huntingdon crematorium grounds are 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.
- 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.
- 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.
- 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.

Environmental Policy of Huntingdon Crematorium and Cemeteries

Huntingdon Town Council is working towards a sustainable Huntingdon. Huntingdon Crematorium was the first Town Council run crematorium in the UK, operating green cremation where all the energy powering the super efficient electric cremators comes from the green energy electric tariffs. This ensures an

approximate 90% - 95% saving in carbon emissions with each cremation compared to conventional gas cremation.

The new depot and purpose-built glasshouse has also been constructed at the rear of the site, with the heat recovered from the cremator used to heat the greenhouse which will be used to propagate and grow plants for the town's flower beds and containers etc.

We have also provided Electric Vehicle Charging Points to facilitate the use of electric hearses and promote a fully sustainable and environmentally friendly service. If clean renewable energy is generated onsite, through solar panels or wind turbines, then the green credentials can be enhanced further.

Our crematorium operates within the guiding principles of an operating license issued by Huntingdon District Council's licensing authority. This license states good practice guidance to help minimise the environmental impacts of the cremation process.

These proactive steps help the town in reducing its carbon footprint. There are some additional things you can do when arranging a funeral:

Coffin Construction

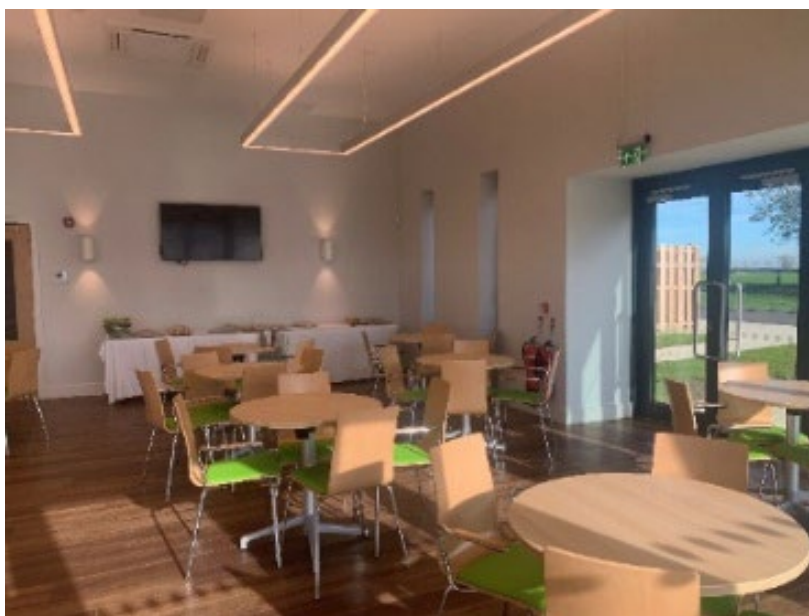
The majority of coffins used by Funeral Directors are made of veneered faced chipboard or MDF. The construction of these products involves the use of formaldehyde and other resins to bind the materials together. In turn these then enter watercourses and the water table. Huntingdon Crematorium urges funeral directors not to use mdf/veneer faced chipboard coffins and monitors the emissions carefully to see what coffins cause potential issues. Funeral Directors will be notified of any issues caused by their coffins and will be asked to refrain from using them in the future.

All coffins being brought to our crematorium must be certified suitable for cremation in accordance with the Funeral Furnishing Manufacturers Association (FFMA) or the Coffin, Casket and Shroud Association (CCSA).

Contents of coffin

In order to minimise the release of pollutants to air; clothing should be of natural fibers, such as cotton, linen and wool whereas shoes or any material manufactured from PVC should not be included. Additional items, particularly of glass or plastic must not be placed in the coffin due to particulate emissions during combustion within the cremation process. No other cremated remains (human or pet) should be placed within the coffin.

Sapley Lodge Hospitality Suite



Our Hospitality Suite has two private rooms, the Oak Room and the Elm Room. Both rooms are hired together and can accommodate up to 120 guests, however the room can be divided into two separate rooms for more intimate gatherings. The Elm Room can cater for up to 40 people and the Oak Room can cater for up to 60 people.

The rooms can be used for wake facilities or small memorial/burial services. Both rooms are light and airy and provide a peaceful and contemporary setting for family and friends to gather and celebrate the life of a loved one.

The Lodge is equipped with a music system provided by Obitus enabling a generic music playlist to be played during functions.

If you wish to book the facility, please email Huntingdon.crematorium@huntingdowntown.gov.uk or ring the office directly on [01480 410388](tel:01480410388).

For Fees and Menus please see the website or contact the crematorium office.

Sapley Woods



Sapley Woods is the dedicated area of our grounds which has been set aside for the scattering of cremated remains. We also offer a range of wooden memorials for this area. For further information, visit our website, collect a memorial leaflet from the offices, or we can send a digital copy via email.

Huntingdon Crematorium Garden Memorials



The crematorium memorial gardens provide options such as cremated remains wall niches, memorial bench plaques, bronze or stone plaques with stakes and stone lovelocks. For further information, visit our website, collect a memorial leaflet from the offices, or we can send a digital copy via email.

New Cemetery and Natural Burial Grounds

Sapley Road Cemetery



The new cemetery located within the grounds of the Crematorium has provision for approximately 2,000 additional burial plots and a natural burial ground.

Sections are as below:

Holly – Traditional section. (multi faith, non-religious burial area)

Cedar – Traditional section. (Muslim faith only)

Maple and Rowan – Lawn section (multi faith, non-religious burial area)

Laurel – Traditional section (Jewish faith only)

Sapling – burial and scattering of babies and children.

Wild Cherry – Orchard burial area

Willow – Burial of Cremated remain sections.

Sycamore, Hawthorn, Aspen, Hazel and Beech will be set aside for future use.



For further information about Huntingdon Crematorium and Cemetery please refer to our website:

www.huntingdoncrematorium.co.uk

or telephone 01480 410388 between 8:30 - 16:00 Monday to Friday

Email: huntingdon.crematorium@huntingdowntown.gov.uk



Huntingdon Crematorium & Cemeteries

Sapley Road

Kings Ripton

Huntingdon

PE28 2NX