



An Introduction to

The Stanway Parish Community Burial Ground, Comb Meadow, Church Lane, Stanway Essex CO3 8LS



Stanway Parish Council is the registered Burial Authority for Comb Meadow.

This document has been produced to set out, in simple terms, the Parish Council's policies in the operation and maintenance of Comb Meadow.

Comb Meadow comprises Burial plots, an Ash Burial area and an Ash Scattering Meadow. The whole site is designated as a natural and, in the course of time, a woodland area.

Comb Meadow is a public open space, which means that it is available for all to visit and walk through. It is a place for remembrance, peace and quiet reflection and the Parish Council will endeavour to maintain Comb Meadow in the condition suitable for that purpose.

People coming into Comb Meadow (on any business whatsoever) are asked to behave in a quiet and respectful manner at all times. To help achieve that, mobile telephones and car audio equipment should be switched off upon entry to any part of the burial ground.

Visitors to Comb Meadow should be dressed appropriately out of respect to those that are interred there, and to their families. No children are allowed in the grounds unless accompanied by an adult and they behave quietly and respectfully.

In keeping with this, no games, ball games or sports whatsoever are allowed in the grounds. Similarly, no dogs are allowed in Comb Meadow, with the exception of Assistance Dogs and owners are to clean up after their dogs.

To maintain Comb Meadow's natural beauty, no litter (including cigarette butts and chewing gum) must be dropped in the grounds - visitors are requested to use the litter bins provided.

Parking is available within Comb Meadow, but please respect the spaces allocated for use by the hearse and those with disabilities.

For safety reasons, please note that access may be restricted to the grounds or a portion of the grounds. Access may also be limited to any grave temporarily in the event of an imminent interment close by or in the event of a health & safety hazard.

Remembrance Tributes

The Parish Council may, from time to time, offer a Tree Sponsorship Scheme. Each tree/shrub will be planted in the facility for a suitable per tree/shrub donation.

You will receive a commemorative certificate and your name will be placed in the facility supporter's book, which will be available to view (by appointment) at the Parish Council Office. Memorial plaques on or near the donated tree/shrub will not be permitted. Further details of the scheme and a list of the types of trees/shrubs included, are available from the Parish Clerk. Memorial Plaques, to be attached to the Memorial Wall/Shelter, if desired, must be of an approved size and design. Further details and examples are available from the Parish Clerk. If the inscription is not in English, a translation should be supplied with the application. The grave number must be inscribed clearly on the memorial plaque.

Permission will be refused for a plaque bearing a picture, photograph or inscription which is the subject of copyright, unless the grave owner has the written permission of the owner of the copyright. Permission will be refused for any memorial which may cause offence to others, or for any inscription which may be offensive to the public.

All fees must be paid in full at the time of arrangement of (or in relation to) any of the above.

Paved areas are provided for the placement of floral tributes on the day of interment or scattering. (Refer 1.6 of Comb Meadow Burial Ground Rules & Conditions). An additional paved area is provided adjacent to the Memorial Wall/Shelter for Anniversary floral tributes*.

Visitors are reminded that floral tributes must not be placed on the meadow area.

*Anniversaries Mothers Day, Fathers Day, Remembrance Day & Major Religious Festivals e.g. Diwali, Passover, Yom Kippur, Eid-ul-Adha, Ramadan, Christmas, Easter.



Comb Meadow Burial Ground Rules & Conditions

1.1 These rules and conditions were agreed by Stanway Parish Council and are effective from April 2022 and supersede all previous rules.

1.2 Comb Meadow is primarily for Stanway residents*. However, family members of residents may be buried here**

1.3 Ashes can currently be interred in containers in Comb Meadow. A further meadow where ashes can also be scattered is planned for the future.

1.4 Within the areas of Comb Meadow in current use, there is no choice of position for graves and cremated remains plots. The Parish Council will allocate the next available plot.

1.5 Articles that may constitute any kind of hazard are not permitted in Comb Meadow. Articles of this type include (but are not limited to) candles and lanterns lit with real flames; glass or brittle ceramic vases; toys; chimes; ornaments; mirrors; glass-fronted picture frames and anything with a point or sharp edge or any other items of memorabilia. Headstones, Memorial Sarcophagi, planting of flowers, shrubs, trees or any other plants are not permitted in the Burial Area. This is to protect all visitors to the meadow and the Council's staff and volunteers.

1.6 All Tributes left at the time of interment will be permitted to remain for one week and will be carefully removed by Parish Council Staff, unless otherwise instructed by the Clerk. (Please note that all tributes shall be biodegradable)

1.7 The Parish Council accepts responsibility for maintaining and insuring all Comb Meadow fences and open areas.

1.8 The scale of fees is reviewed annually with any changes coming into effect from April 1st of that year. Copies are available from the Parish Council Office on request.

1.9 Comb Meadow is administered by and is under the charge of the Clerk to Stanway Parish Council

1.10 Plans of Comb Meadow are kept at the Parish Council Office and may be seen without charge. A copy of the rules and regulations, table of fees etc. may also be obtained. All Burial Records are kept at the Parish Council Office and will be made available by arrangement with the Parish Clerk.

1.11 Balloons may not be released from Comb Meadow.

1.12 Bubbles may be released from a bubble machine placed next to the grave or on the paved tribute area.

1.13 Doves or butterflies may be released from the graveside or from the paved tribute area, providing the doves or butterflies are supplied and the release is supervised by a representative of a reputable specialist company that is committed to the welfare of the doves or butterflies that they supply.

Burials and Scatterings

2.1. No burial or scattering shall take place, without the prior permission of the Parish Clerk. All excavations for interment shall be undertaken only by persons approved by the Parish Council.

2.2. The Comb Meadow Burial Ground is not consecrated, due to it being a Multi Faith facility. When a body is to be buried according to the rights of the Church of England, the officiating minister, on coming to the grave, shall bless the same.

2.3 In every case, a minimum of 48 hours' notice shall be given to the Parish Council Office (excluding weekends, Public and Bank Holidays) and confirmed in writing.

2.4. Every notice of interment shall be on the official form provided, or otherwise agreed by the Parish Council and must contain a full and true statement of the particulars required and be signed by the applicant. All fees and charges shall be paid at the time of giving notice.

2.5. Orders or instructions received by telephone shall be confirmed in writing (emails with a facsimile signature will be accepted) within 24 hours. The Parish Council will not accept responsibility for loss of any remittances or instructions forwarded by post.

2.6. The Registrar's or Coroner's Certificate for disposal, or Coroner's Order, shall be handed in at the Parish Council Office prior to the funeral taking place. If it cannot be delivered to the office before a burial, but it is in existence, the funeral director may sign a 'Declaration that a Certificate or Order has been issued' before the burial takes place.

2.7 Only the burial of human remains is permitted, and caskets shall be made from biodegradable materials. All full interments must be made in a sealed coffin or a shroud (the shroud must completely and securely cover the deceased and should be kept rigid with a piece of wood placed below the body before the shroud is applied).

2.8 A coffin must bear a name plate which clearly shows the name of the deceased. If the name of the deceased is shown in an alphabet other than the generally accepted English alphabet, a translation of the name in the English alphabet should also be shown.

2.9 For burials in a shroud, the name of the deceased should clearly be written or printed on a piece of card and the card should be secured to the shroud with a safety pin. If the name of the deceased is shown in an alphabet other than the generally accepted English alphabet, a translation of the name in the English alphabet should also be shown.

2.10 Interments of cremated remains may be made in a wooden casket, a biodegradable urn or casket, or poured loosely into the grave.

2.11 All graves will be dug to depths in compliance with the law.

2.12 If a grave is re-opened, 15cm (6inches) of soil will be left between one coffin and the next.

2.13 When a grave is re-opened, any remains previously buried will not be disturbed.

2.14 No burial can take place in a grave unless the permission of the owner of the Exclusive Right of Burial has been received. If the registered owner is deceased, then the next of kin of the deceased owner is deemed to be the new owner, unless the family of the original owner has nominated another person to be the new owner.

2.15 Graves in the meadow will not be seeded for at least six months following an interment, to allow the soil to settle. To maintain the meadow, after twelve months, the grave will be levelled and seeded. Seeding of grave spaces is usually carried out in March and October each year, but the timings could vary if there are adverse weather conditions.

2.16 Families are not permitted to scatter ashes unsupervised by Parish Council staff or without the written permission of the applicant. This is so that cremation law governing the scattering and registration of cremated remains is fully complied with.

* Persons who are Stanway Parish residents at the time of death.

** Persons who have been Stanway Parish residents for a minimum of 10 years in their lifetime; also persons who have a close relative already buried/interred there or at St Albright's Church. (Parent, Spouse, Partner, Sibling or Child).



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