

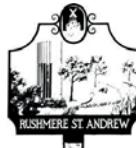
# Rushmere St Andrew Lawn Cemetery



Rushmere St Andrew Parish Council  
August 2022



# Rushmere St Andrew Parish Council



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*The regulations, advice and guidance in the edition supersedes all previous editions.*

# RUSHMERE ST ANDREW PARISH COUNCIL ACTS AS THE BURIAL AUTHORITY

## 1. LOCATION AND PREAMBLE

1.1 The Lawn Cemetery is located to the rear of Rushmere St Andrew Parish Church in The Street, Rushmere St Andrew, IP5 1DH. Access can be made on foot through the churchyard of the Parish Church. There is a continuous footpath from the car park at the front of the Parish Church through to our Lawn Cemetery; the footpath is well maintained and accessible for wheelchairs and mobility scooters. There is no vehicular access (*other than access required for preparation of graves and maintenance of the grounds*).

1.2 Our Lawn Cemetery is independent of the Parish Church, although families often use the Parish Church for services relating to interments in our cemetery. All matters concerning our Lawn Cemetery are dealt with by our Registrar of Burials and the Clerk to the Parish Council.

1.3 There are three sections to the Cemetery. The Holly section is the first to encounter on entering the Cemetery. Here there are graves and urn burial plots. Apart from the occasional “re-opening” there are no new grave spaces in this section.

1.4 Next is the Hazel section which is in current use. Alongside the graves and urn burial plots there are spaces for further internments.

A “map” is available for each section, giving details of the location, names and dates of those interred. Printed forms of the maps are available from the Parish Office and may be viewed on-line via:  
<http://rushmerestandrew.onesuffolk.net/local-amenities/the-lawn-cemetery/>.

1.5 To the west of the current sections, the Parish Council has set out the beginnings of a new burial area known as the Hornbeam section. The Hornbeam section has yet to be consecrated, however it does enable families to know that their local cemetery will be available for future generations.

1.6 Rushmere St Andrew Lawn Cemetery offers the following burial facilities:

- Grave Spaces (with Exclusive Burial Rights)
- Urn Burial Plots (with Exclusive Rights)
- “Scattered Ashes” plots
- “Public grave and urn burial plots”

1.7 Full details of these facilities is given in this booklet.

## **2. UNDERSTANDING LAWN CEMETERIES**

2.1 Before you select Rushmere St Andrew it is important to understand that it is a Lawn Cemetery. There are specific regulations for a lawn cemetery which are explained in detail later in this booklet however, by their very nature, “Lawn Cemeteries” are just that. Looking across a Lawn Cemetery you will see a green sward with rows of headstone memorials. An area of peace and calm, and here at Rushmere St Andrew our lawn cemetery is surrounded by beautiful trees and hedgerows bordering open countryside.

## **3. PROCEDURE FOR ARRANGING INTERMENTS AND BURIAL OF ASHES**

3.1 The passing of a loved one is one of the most distressing events in life. At Rushmere St Andrew we are here to help you through that experience. We believe most questions are answered in this booklet however, if you have any queries or concerns at any stage then please contact the Registrar of Burials or the Clerk to the Parish Council (*for contact details see inside front cover*).

### **NOTICE OF INTERMENT AND FEES**

3.2 Notice of an intended interment is to be given to the Registrar of Burials by email at: [registrar@rushmere-st-andrew.org.uk](mailto:registrar@rushmere-st-andrew.org.uk)

Alternatively, notice may initially be given by phone to the Registrar of Burials during office hours (Monday to Friday 9:00 to 17:00) followed by a letter containing the details listed below.

## **INTERMENTS (GRAVE BURIALS)**

3.3 The notice of interment must contain the following:

- Full name (including middle names) by which the deceased was known at the time of passing
- The date of death and the location and/or Parish in which the death occurred
- The date and time of the intended burial
- The details of the holder of Exclusive Burial Rights, if held
- Your full contact details (email, postal address, and phone number)
- Details of the outside dimensions of the proposed coffin (including handles and ornamentation)

## **BURIAL OF ASHES**

3.4 The notice of deposition of ashes must contain the following:

- Full name (including middle names) by which the deceased was known at the time of passing
- The date of death and the location and/or Parish in which the death occurred
- The date and time of the intended burial
- The details of the holder of Exclusive Burial Rights, if held
- Your full contact details (email, postal address, and phone number)

3.5 You will then receive an email or letter from the Registrar of Burials to confirm that your request has been received.

3.6 Please note that burials and deposition of ashes may take place between the hours of 09:00 and sunset. Burials and deposition of ashes are not permitted outside those times, nor on Sundays or any Public Holiday (including the Christmas and New Year period), without the express permission of the Parish Council.

## **“SCATTERING OF ASHES”**

3.7 This is a term often misunderstood. Here at Rushmere St Andrew Lawn Cemetery the Cremated Ashes of a loved one may be dealt with in one of three ways:

- Burial of the ashes in an urn burial plot
- Burial of the ashes as a second or subsequent burial in a grave or urn burial plot (subject to criteria in the edition of the Lawn Cemetery Regulations current at the time of the new interment).
- Deposition of the ashes in an area designated for “scattering of ashes”. The ashes will be placed under a raised portion of turf which will then be replaced by the Funeral Director. The Registrar of Burials will attend on that occasion. No memorials of any kind are permitted in this part of the Lawn Cemetery. Parish Records will be updated (further details of this choice of scattering ashes may be obtained from the Registrar of Burials or the Parish Office).

## **GRAVE BURIALS AND BURIAL OF ASHES**

3.8 Fees for interments and ashes burials are detailed in a separate document which is reviewed annually by the Parish Council. All fees and charges are to be paid in full within 30 days of the booking. You are advised that, in common with most cemeteries, there are different fees payable for residents and non-residents. “Residents fees” are for those persons who are, or were, inhabitants of the civil parish of Rushmere St Andrew. A map detailing the boundary of the civil parish can be found in the middle of this booklet. *Should you wish to check a specific address please speak to the Registrar of Burials or the Parish Clerk.*

3.9 It is important to read the section on “Grant of Exclusive Right of Burial”. Such a Grant means that the registered grave is exclusive to the holder of the Grant and that a Memorial (headstone) may be erected.

Please Note: No permission will be given to select in advance a location for a new grave, urn burial or ashes plot. This includes those with exclusive rights. *The Registrar of Burials will allocate the next available location and relay this information to the undertakers.*

3.10 As ever, there are rules and regulations which apply, particularly in Lawn Cemeteries, most of which are set down in national regulations. Whilst parts of the information in this booklet are for the benefit of funeral directors, there are important sections dealing with burial rights and deeds of grant.

## **DIMENSIONS OF GRAVES, URN BURIAL AND “SCATTERED ASHES” PLOTS**

3.11 Permitted dimensions of these plots is detailed at the end of this booklet. This is to give specific details to funeral directors. Please ensure that the funeral directors you employ are fully conversant with the regulations of our Lawn Cemetery. There is also detailed guidance for the occasion of an additional interment in a grave or urn burial where the criteria for internments and memorials shall be those operating as per the latest edition of the Rushmere St Andrew Lawn Cemetery Regulations.

## **DIMENSIONS AND DESIGNS OF HEADSTONES AND MEMORIALS**

3.12 This is a vital section which requires careful attention to detail. In short, before any work commences on creating a memorial to your loved one(s), the design, materials, inscriptions, and any additional features must be approved in writing by the Registrar of Burials. The stonemasons selected must be accredited members of the British Register of Accredited Memorial Masons (BRAMM).

3.13 If you are in any doubt as to what may be permissible, it is your responsibility to ensure that the memorial you intend to have in place conforms to our specific regulations.

## **4. GRANT OF EXCLUSIVE RIGHT OF BURIAL**

4.1 This can be a complicated matter and if you are at all uncertain, please speak to our Registrar of Burials or the Clerk to the Parish Council. You may also consider taking legal advice, particularly where there will be implications for you and your family in the future.

4.2 Rushmere St Andrew Parish Council may, subject to the receipt of the appropriate fees, Grant the Exclusive Right of Burial in respect of private graves and this applies to both Grave Spaces and Urn Burial Plots.

4.3 A Deed of Grant will be issued to a named person, the details of whom will be recorded in the register held by the Registrar of Burials. It is therefore, essential to keep contact details up to date. Please consider explaining plans to other family members and/or friends as well as including such information regarding the Deed of Grant in your will.

4.4 Rushmere St Andrew Parish Council will, in addition to the Deed of Grant, give you (the holder of the Grant) the right to erect a Memorial. The type and designs permitted are detailed below and you are advised that no memorial may be erected until you have written authority from the Registrar of Burials on behalf of Rushmere St Andrew Parish Council.

4.5 If the exclusive right of burial is not purchased, the deceased will be buried (or ashes scattered) in an unmarked public grave. A public grave is one where there may have been a previous burial or there may be a burial in the future of an unrelated person.

4.6 Further, in the event that the exclusive right of burial is not purchased, a memorial may not be erected. A wooden cross can be erected at the grave space or urn burial plot. No memorials of any type are permitted at the site of “scattered ashes”.

4.7 UK Law permits Exclusive Right of Burial to be granted for up to 100 years. However, there is a process to “top-up” the 100 year lease every ten years (from the date of the original Deed of Grant). Thus, the exclusive rights may stay with you and your family. There is also the right to renew at the end of the lease. Details of these options are available from the Clerk to the Parish Council.

4.8 It is important to ensure you and / or your family's contact details are kept up to date with the Registrar of Burials.

4.9 It is permitted to transfer or assign ownership of a Deed of Grant. This can be achieved by completing the relevant form of “Assignment of an Exclusive Right of Burial”. Please contact the Registrar of Burials for

the form, although you may acquire a copy from a solicitor or a funeral director. In the event that, such an assignment takes place, this must be confirmed by the Registrar of Burials that the change of details is recorded in the register. All relevant parties will then receive written confirmation of the re-assignment.

4.10 Should the grave owner (as the holder of Exclusive Right of Burial) pass away, the Deed of Grant for Exclusive Right of Burial document will form part of their Estate. A transfer of ownership in such circumstances can legally take place on the production of Grant of Probate or Letters of Administration. Should neither be issued then it will be necessary for a statutory declaration to be made by the lawful next of kin as declared at the time of passing of the holder of the Deed of Grant. Details as to how this declaration may be made can be obtained from the Registrar of Burials or the Clerk to the Parish Council. It is important that any changes to ownership of Deeds of Grant are updated in the Parish Records.

4.11 Once purchased the Exclusive Right of Burial gives the owner of the Deed of Grant the following rights:

- To be buried in the grave (providing space is available)
- Authorise further burials in the same grave space (providing space is available)
- Authorise the interment of cremated remains in the grave
- Place an approved inscribed memorial on the grave

4.12 Please note that the Grant of Exclusive Right of Burial is such that at no time will the grant confer ownership of the actual land occupied by the grave or urn burial plot. Ownership of the land and the area surrounding the memorial rests with Rushmere St Andrew Parish Council who will maintain the whole of the cemetery.

## **5. SECOND OR SUBSEQUENT INTERMENTS OR BURIAL OF ASHES**

5.1 Before the reopening of a purchased grave space or urn burial plot may occur, the ownership of Exclusive Rights must be proven. This must be done by contacting the Registrar of Burials who will check the Parish

Records and then a notice of permission to proceed will be issued by the Registrar of Burials.

5.2 The owner of the Deed of Grant for Exclusive Right of Burial may be buried, as a second or subsequent burial in the same grave space (so long as provision of space has been made).

5.3 Where there is a wish for an interment or burial of ashes not of the registered owner of the Deed of Grant, the consent to reopen the grave must be obtained in writing from the owner of the Deed of Grant. A form of authority to reopen a grave is required which should be obtained from the Registrar of Burials. Once completed the document must be authorised by the Registrar of Burials, and the Parish Records updated to reflect such permission. Typically, this paperwork should be completed where couples, partners and close friends are likely to be buried together.

5.4 The owner of the Exclusive Right of Burial for a grave or urn burial plot is protected by UK law if they do not wish anyone else to be buried in the same grave. It is up to the owner of the Deed of Grant to specify this and have it recorded in the Parish Records.

5.5 When a memorial headstone is lifted to add details for a subsequent interment, then the regulations below shall apply and a new approval to install a memorial will be required. The re-erected memorial must be compliant with the regulations in force at the time of re-installation.

## **6. MEMORIAL HEADSTONES**

6.1 The person named in the Deed of Grant for Exclusive Right of Burial is named as the rightful owner of a grave or urn burial plot.

### **PREPARING FOR A MEMORIAL**

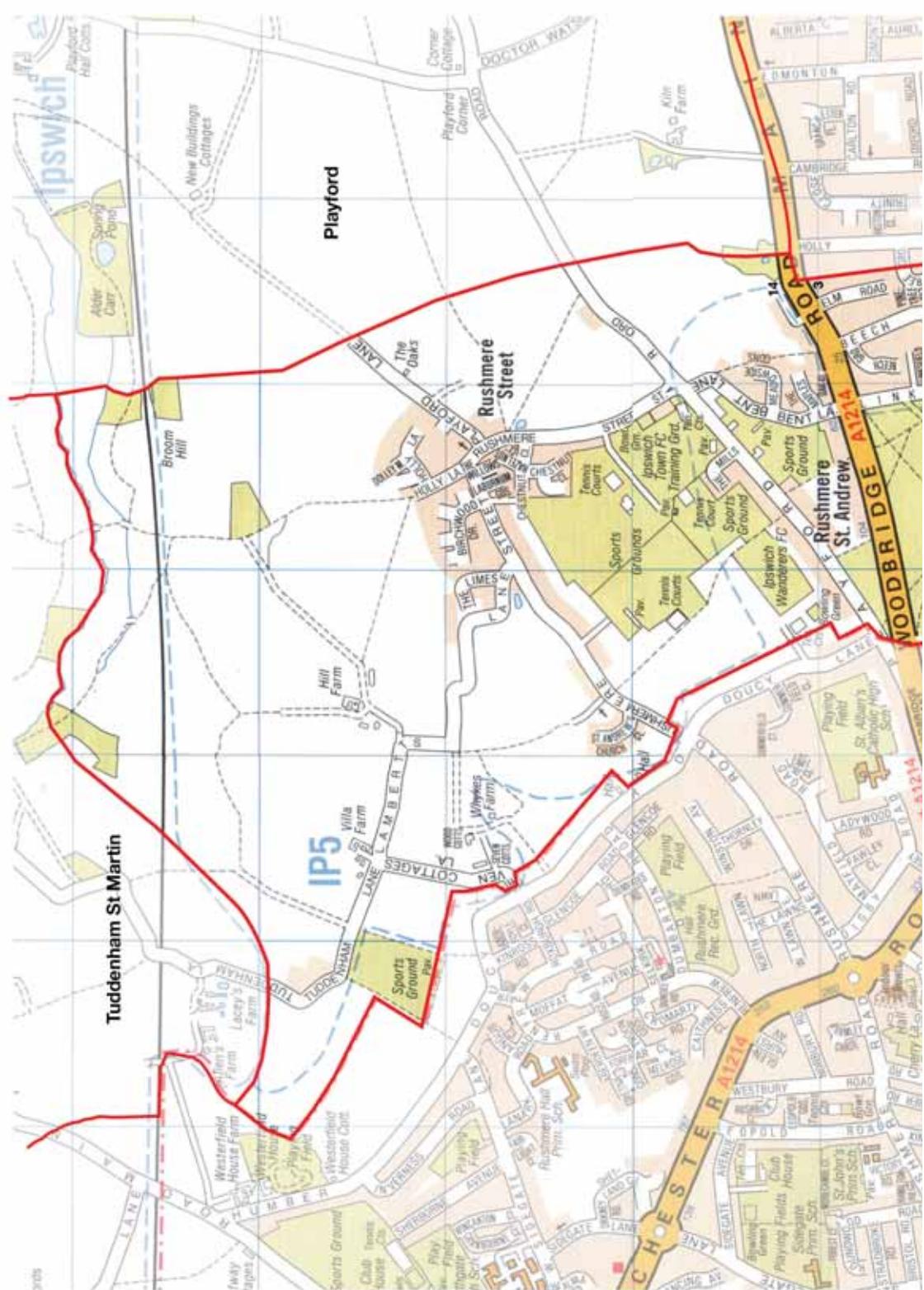
6.2 There are several matters to consider. At the outset the Rightful Owner or their Authorised Representative (as recorded in the Parish Records) has a right to install a memorial providing the following criteria have been met. We advise caution that before giving the go-ahead to

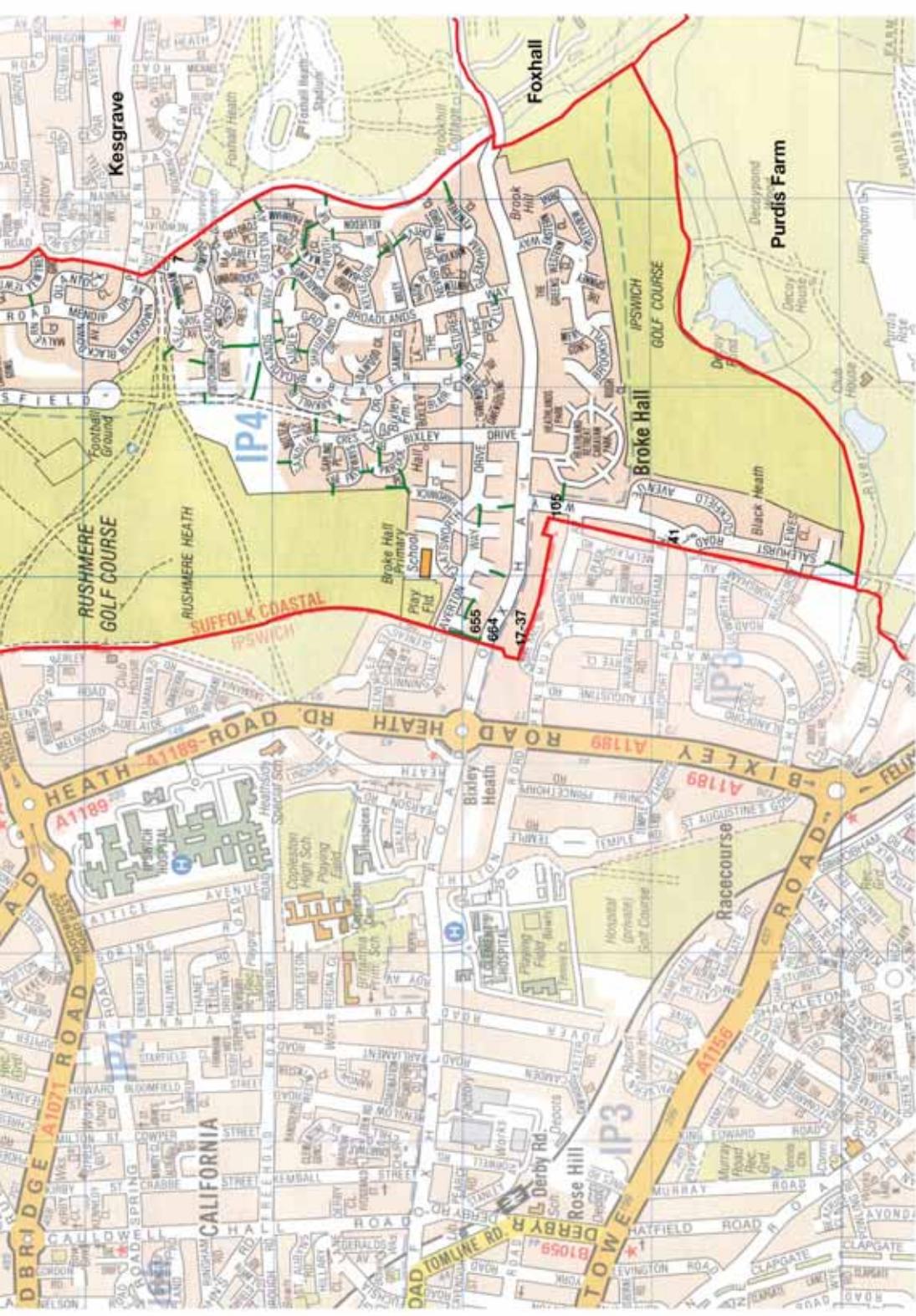
manufacture a memorial all the criteria must be proven and that written permission from the Registrar of Burials to proceed has been obtained and a copy of such permission is held by the Registrar of Burials.

## **MEMORIAL HEADSTONE DESIGN DETAILS**

### **6.3 Criteria for the design of memorial headstones**

- The rightful owner or authorised representative must employ a BRAMM registered stonemason. Please check credentials carefully.
- The proposed headstone must conform to the relevant dimensions shown in the drawings at the end of this booklet.
- The memorial must be made from Natural Stone and may be Black, Grey or White in colour
- Images of people and pets etc are not permitted on headstones
- Inscriptions will mostly reflect names and dates. Graphics, logos and additional words on the front, back and base of the memorial are permitted but their design is subject to approval by the Registrar of Burials.
- You are advised that the base (plinth) of the memorial is where floral tributes may be left and that stonemasons are able to include suitable receptacles in the base of the headstone. Such receptacles must be set into the base (plinth) in order that the upper surface of the cover of the receptacle should be no more than 2.5cm (1 inch) above the surface level of the plinth.
- All surfaces of memorial stones and crosses must be flat (apart from an allowance made for the cover of floral tribute receptacles described in the previous paragraph). Graphics and etchings must be below surface level on all parts of the memorial. No other objects of any description may be affixed to the memorial headstones and their plinths. Likewise, memorial crosses made of suitable hardwood may be etched but surfaces should be flat with no objects of any description attached to the surfaces.
- Stonemasons should ensure their details are discreetly inscribed to the rear of the memorial.
- Stonemasons should be aware of modern construction techniques which require stainless steel pins inserted into the headstone to ensure long term stability. Book style memorials must be anchored





- on all parts. Permanent wooden crosses shall be of suitable hardwood.
- No memorial may be installed until the Rightful Owner, or their Authorised Representative is in possession of approval to install an agreed memorial from the Registrar of Burials.

6.4 In all events, the decision to issue approval to install a memorial, rests with the authority of Rushmere St Andrew Parish Council, whose decision shall be final.

6.5 We would kindly advise that upon receipt of written approval, instructions may be given to your stonemason for them to proceed to construct the memorial.

## **INSTALLATION OF THE MEMORIAL**

6.6 The Parish Council is keen to ensure that this important occasion proceeds with care and dignity. It is therefore important that you (or your selected stonemasons) inform the Registrar of Burials of the planned date and time for the installation of a Memorial Headstone. The Parish Records will be updated accordingly.

## **VISITING THE CEMETERY AND THE CARE AND MAINTENANCE OF GRAVES AND MEMORIALS**

6.7 The Parish Council aims to maintain the cemetery as an area of peace and calm where all visitors are able to reminisce in quiet reflection and the Parish Council employs contractors to maintain the cemetery lawns, hedges and shrubs whilst families and friends attend to individual memorials.

6.8 When visiting Rushmere St Andrew Lawn Cemetery, we expect the following guidance to be adhered to:

- the playing of music is banned (apart from appropriate music played at the time of a burial or installation of a memorial). Intrusive noise such as mobile phone conversations should be avoided.

- Taking of photographs and video clips is permitted and should be done as discreetly as possible so as not to include other visitors attending the cemetery.
- The use of drones and / or the setting up of cameras with recording facilities is strictly prohibited.
- The consumption of alcohol and noxious substances is prohibited (apart from a brief “toast” at an interment or installation of a memorial).
- The advertising and / or selling of any products, including distribution of trade cards, is expressly forbidden.
- Dogs are permitted and should be kept on a short lead, and it should go without saying that any “indiscretions” are cleared away promptly.

## 7. FLOWERS AND MEMORABILIA

7.1 Some families and friends are frequent visitors to the Lawn Cemetery whilst others may celebrate certain anniversaries or the festive season. It is lovely to see the flowers on the memorials. As this is a Lawn Cemetery you are reminded that memorial flowers must be contained within the plinth area of the headstone.

7.2 Allowance is given for a period not exceeding one month from the date of interment for flowers to be placed across the area of the grave, after which time our contractors will remove any remaining.

7.3 Rushmere St Andrew Lawn Cemetery has been chosen by you and others as a place of peace and quiet where people are able to remember their loved ones in a dignified manner. Adornments to memorials (other than flowers) are not allowed. This includes glassware, pottery, ornaments, picture frames, tea lights, wind chimes, solar powered features, Christmas trees and decorations, shelves and ledges added to the original memorial etc. Only items which are biodegradable are allowed on memorial plinths.

7.4 Ownership of the land and the area surrounding the memorial rests with Rushmere St Andrew Parish Council, and it is keen to maintain the whole of the cemetery to a high uniform standard. Cultivation by individuals of the lawn in front of and to the sides of the memorial is prohibited.

## **REMOVAL OF ITEMS FROM GRAVES, HEADSTONES AND MEMORIALS**

7.5 Our contractors are asked to make periodic checks as part of their routine maintenance. They will remove items which do not conform, particularly where the item presents a potential hazard. Whenever items are removed from a grave these will be placed in a wooden store close to the single-entry gate. It is the responsibility of the family or friends associated with those items to deal accordingly. Periodically the store is cleared, and uncollected items are disposed of.

7.6 We respectfully ask that you do not remove any item from any grave other than that which you legally attend. Should you have concerns about a grave/headstone/memorabilia etc then please email the Registrar of Burials with details and the matter will be attended to as soon as practicable.

## **TILT TESTS AND OTHER MAINTENANCE**

7.7 The Parish Council has a Duty of Care to all those who attend our cemetery. Routine maintenance, including minor repairs, is carried out by our contractors. In addition, periodic inspections are carried out to check the stability of memorials. These "tilt tests" are conducted by a BRAMM stonemason and the Parish Council is then notified of any issues. Where the Clerk to the Parish Council has details of the family or friends associated with a memorial of concern, steps will be taken to make contact to address the issue. On an extremely rare occasion it may be necessary to lay a stone down to avoid risk of harm.

7.8 We employ contractors to care for the overall maintenance of the cemetery. Inevitably in cemeteries there is a degree of ground disturbance. From time to time, it is necessary to level parts of the ground in order to make the cemetery a safe place to walk. This means that

fresh topsoil may appear on the grave you are tending and despite all efforts to avoid problems there are occasions when unexpected rain on fresh soil causes a temporary issue. Our contractors are extremely careful in the timing and distribution of this soil.

7.9 Notwithstanding 7.7 above the Parish Council will not be held responsible for the safety of, or any damage to headstones. Insurance is available from stonemasons and funeral directors.

## **OTHER PERMANENT MEMORIALS**

7.10 Occasionally requests are received for families and friends to place an additional memorial such as a seat, bench or possibly a tree. The Lawn Cemetery has been open for the past 47 years and many requests have been met however, in view of the lack of available space, we feel the time is right to draw a conclusion to this practise.

7.11 From the date of approval of this document (August 2022), Rushmere St Andrew Parish Council has decided that no new additional memorials or memorial plaques of any description shall be installed in the cemetery.

7.12 No alterations will be permitted to any existing memorial plaque unless the rightful owner of the plaque submits a written request to the Parish Council and that request is granted by a decision of the full Parish Council.

## **8. ADVANCE PLANS**

8.1 Some people now prefer to plan for one of life's most certain events. Through the Registrar it is possible to purchase rights to interment in our Lawn Cemetery. Therefore, the information contained in this booklet is an important guide, the only proviso being that it will be the latest version of our cemetery regulations which will apply at the time of interment. This document presents a significant update to our regulations, and we would only expect minor changes in future updates.

## **9. SPECIFICATIONS FOR THE INFORMATION OF FUNERAL DIRECTORS, UNDERTAKERS AND STONE MASONS**

9.1 Coffin dimensions are set at a maximum of 305cm (10 feet) by 75cm (2.5 feet). In the rare event of a coffin likely to exceed those dimensions then specific permission in writing must be obtained from the Registrar of Burials.

9.2 In purchased grave spaces a minimum layer of earth 15cm (6 inches) in thickness must be left between each coffin interred there and 90cm (36 inches) of earth at least between the top of the upper coffin and the ordinary level of the ground. Grave space dimensions are 120cm (48 inches) wide by 275cm (108 inches) in length as shown in Figure 1.

9.3 For persons of 12 years and upwards no grave shall be less than 1.8m (72 inches) in depth or for those under the age of 12 years less than 1.2m (48 inches).

9.4 As soon as convenient after interment of a body in the Lawn Cemetery the Authority will sow seed or turf over the area of the grave, with the exception of the headstone area of a grave space.

9.5 As soon as convenient after the burial of an urn containing ashes in an urn burial plot in the Lawn Cemetery, the Authority will sow seed or turf over the area except for an area required for a memorial.

9.6 Grave space headstones and crosses in the Lawn Cemetery shall be erected vertically at 7.5cm (3 inches) from the outer edge of the headstone area at the head of the grave in line with the headstones of adjoining graves and in positions approved by the Authority. Headstones shall not exceed the overall dimensions shown in Figure 2 and must conform to the regulations in Section 6. The base plinth of a grave space memorial headstone shall not exceed 60cm by 30cm (24 inches by 12 inches) where the longer length will rest on the concrete beam provided for the headstone.

9.7 Urn burial headstones, permanent wooden crosses and flat stones or plaques shall be placed 7.5cm (3 inches) from the outer edge of the

plot in line with adjoining urn burial memorials and in a position approved by the Authority. Headstones shall not exceed the overall dimensions shown in Figure 3. Flat stones or plaques shall not exceed an area of 45cm by 45cm (18 by 18 inches) as shown in Figure 4 and should be no more 10cm (4 inches) in thickness. Cube type memorials shall be a maximum 20cm (8 inches) in all dimensions. Urn burial memorials must be made of materials as described in Section 6.

9.8 Permanent wooden crosses, constructed of suitable hardwood, may be erected as memorials for grave and urn burials and should not exceed the overall dimensions in Figures 2 and 3.

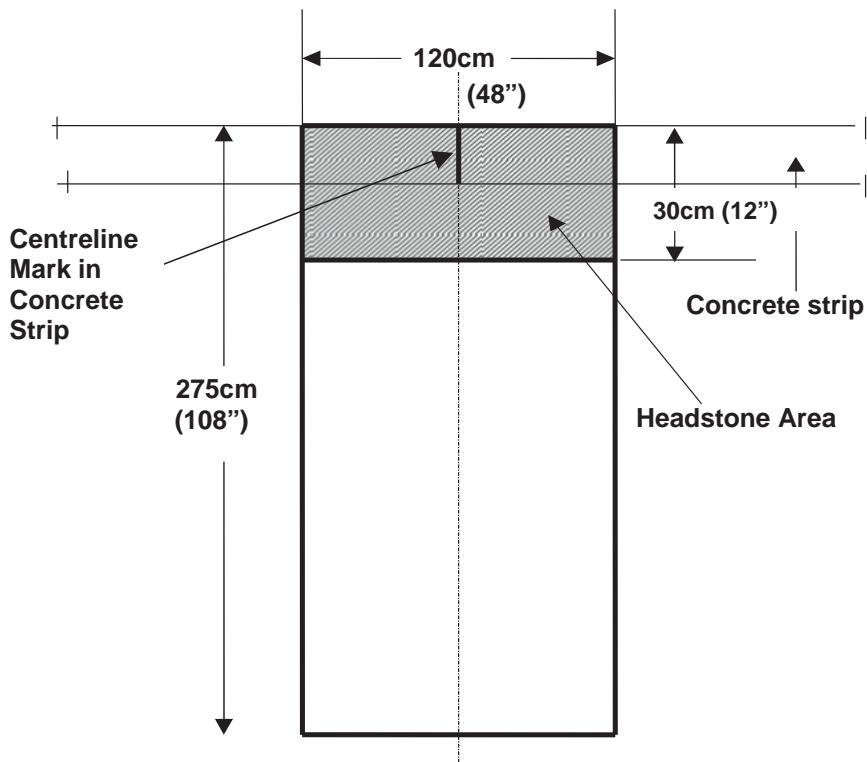
9.9 Memorial plinths must be no wider and deeper than those dimensions shown in Figures 2 and 3.

9.10 Figure 5 shows the dimensions of a "scattered ashes" plot. Please refer to Paragraph 3.7 earlier in the booklet for further details.

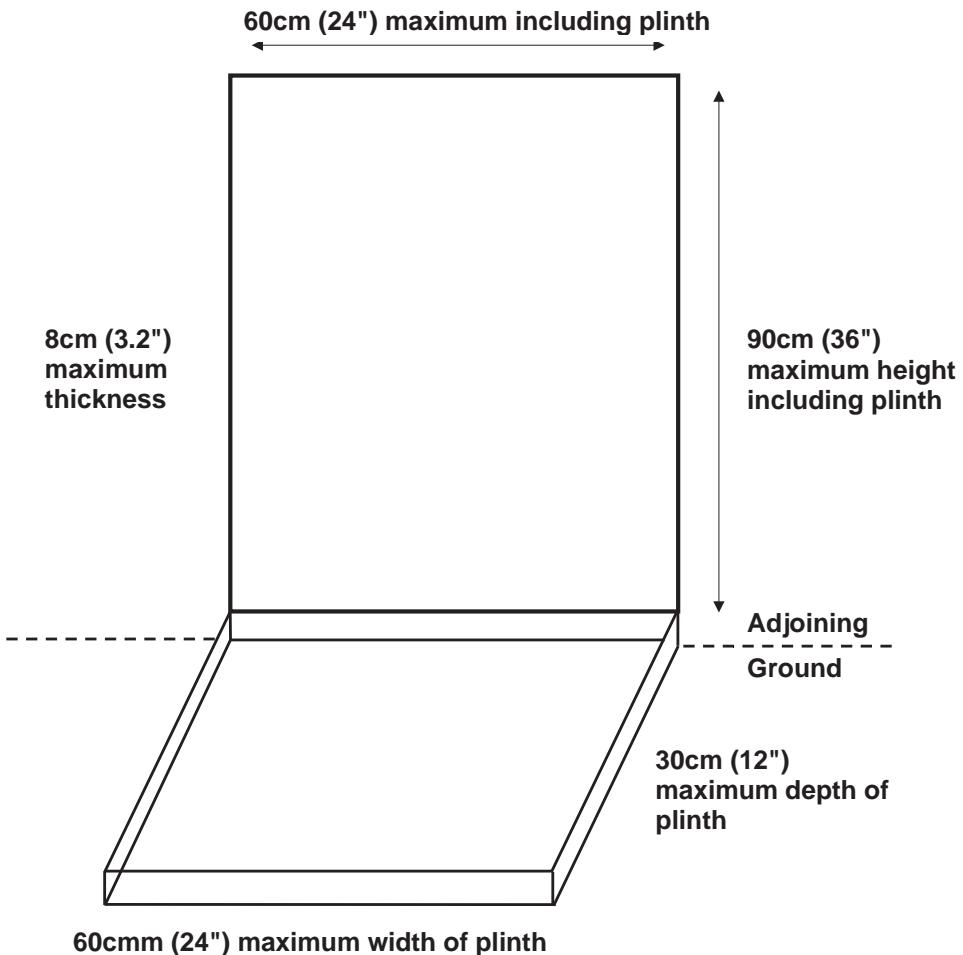
## **10. NOTICE**

10.1 In all matters concerning the foregoing regulations in this booklet, the Parish Council's decision in relation to any breach of the regulations shall be deemed final.

**FIGURE 1: GRAVE SPACE DIMENSIONS**



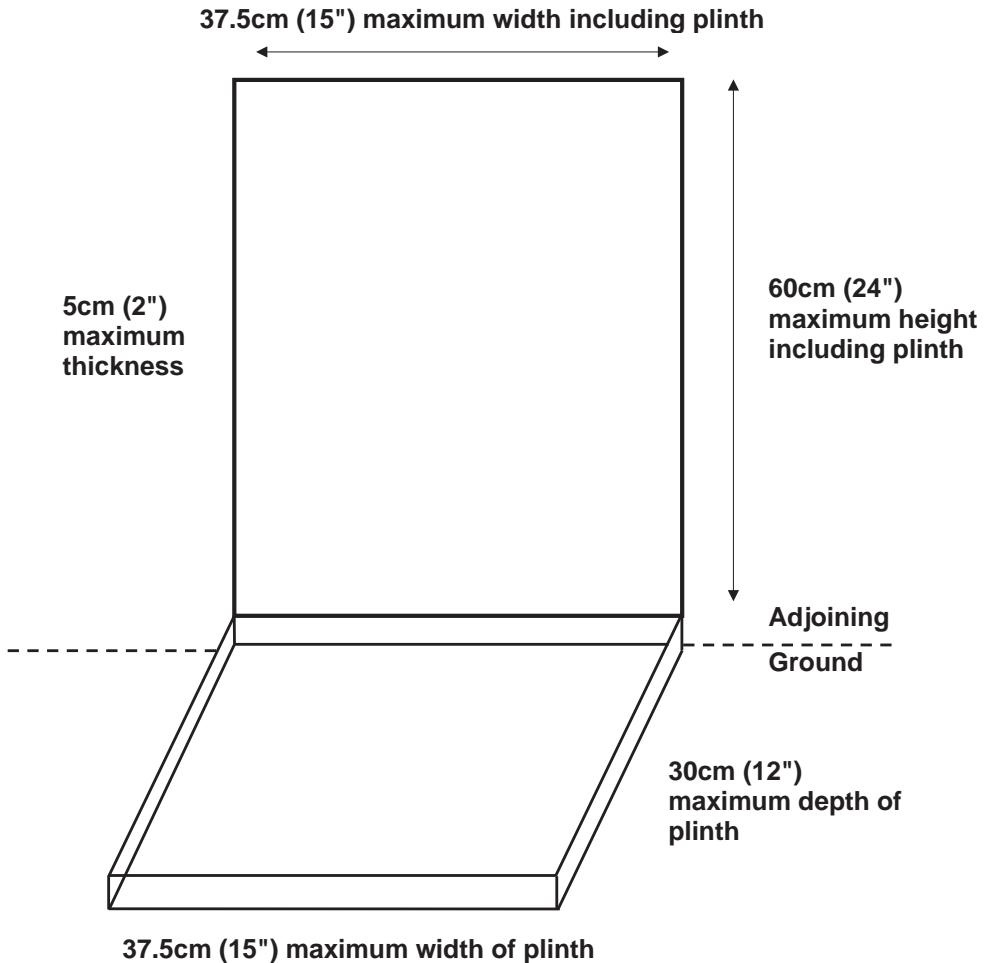
## FIGURE 2: GRAVE SPACE HEADSTONE DIMENSIONS



The maximum thickness of the plinth shall match that of the memorial headstone (8cm or 3.2").

Note: If a wooden cross is installed instead of a headstone the maximum height shall be 90cm (36") and the maximum width 60cm (24").

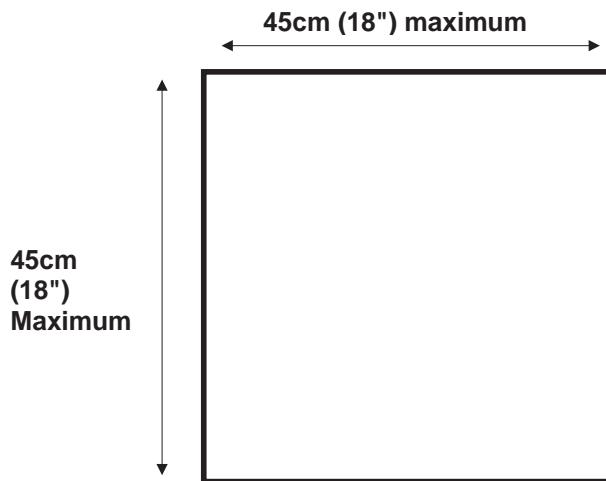
## FIGURE 3: URN PLOT WITH HEADSTONE DIMENSIONS



The maximum thickness of the plinth shall match that of the memorial headstone (5cm or 2").

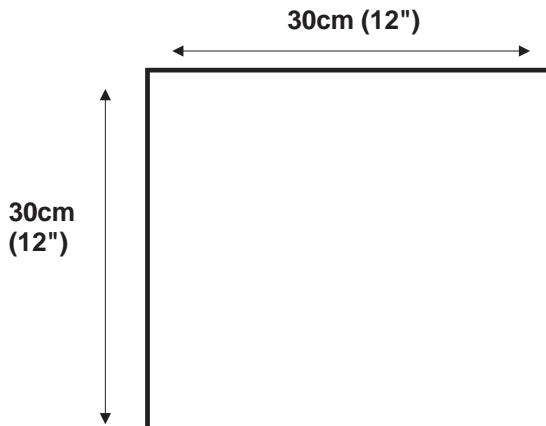
Note: An open book type memorial headstone should be designed to fit within the maximum dimensions above. Likewise a wooden cross memorial shall be of maximum height 60cm (24") and maximum width 37.5cm (15")

## **FIGURE 4: URN PLOT WITH FLATSTONE DIMENSIONS**



The maximum thickness of the flatstone memorial shall be 10cm (4")

## **FIGURE 5: LOOSE BURIAL OF CREMATED REMAINS**



Note: The dimensions above are indicative only. Once the turf is relaid there will be no definition of a “scattered ashes plot”.



Robert George William  
HANSELL  
Died 18 May 2006, Aged 80

In loving memory  
of our Brother  
**REGINALD MICHAEL  
HANSELL**  
Died 18 May 2006,  
Aged 80  
and our Sister  
**JANE ADA CAROLINE  
HANSELL**  
Died 10 October 2006,  
Aged 79  
Rest in Peace

A loving memory  
of our Brother  
**REGINALD MICHAEL  
HANSELL**  
Died 18 May 2006,  
Aged 80  
and our Sister  
**JANE ADA CAROLINE  
HANSELL**  
Died 10 October 2006,  
Aged 79  
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