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Henley Road Cemetery, Ludlow Rules and Regulations

Introduction

The Mayor, Town Councillors and Council Officers would like to express their sincere sympathy to you on your recent bereavement.

The Council are sensitive to your feelings at this time but hope that the provision of a well-appointed and carefully tended cemetery will be a useful and supportive service.

The cemetery is administered by the Services Committee of the Town Council and managed by officers of the Council. The officers, chairman and members of the committee will be pleased to assist you in any way they can.

Enquiries can be made via the Town Clerk on the contact details above.

The Town Council Offices are manned on weekdays between 9:00am and 4:30pm. At other times a message may be left on the answerphone and this will be dealt with as soon as possible.

Regulations

In order to preserve the kind of setting where the memory of loved ones can be treasured, everyone is asked to adhere to a few basic regulations. Ludlow Town Council reserves the right to take appropriate remedial action should the following rules not be adhered to.

1. Access

- a) The Cemetery will normally be open to visitors from dawn to dusk, subject to the Town Council reserving the right to close or restrict the opening of the Cemetery.
- b) No animals are permitted in the Cemetery, with the exception of guide dogs.
- c) No parking is permitted on the access roads. All vehicles must be parked in the main car park accessed from Henley Road. Cortege vehicles dropping off mourners in the vicinity of the Chapel should then proceed to the Car Park. Only authorised vehicles such as Stone Masons or Grave Diggers are allowed to drive on the pathway for delivery purposes only. Care must be taken to avoid grassed areas and kerbs etc.
- d) The car park is reserved for visitors on Cemetery business only.

2. Burials

- a) Applications for burials must be made to the Town Clerk using the official application form available from The Town Council Offices at the Buttercross, Ludlow (Annex 1). The burial plot will be allocated and the Grant of Right of Burial will be issued. The Certificate for Burial or Cremation (Part B) must be provided.
- b) The application must be accompanied by a cheque for the appropriate fee, made payable to Ludlow Town Council. A schedule of current fees is available from the Town Clerk (Annex 2). Fees will be reviewed on an annual basis and may vary from those published with this notice.

3. Allocation

Graves will be allocated according to availability and aligned with other graves. The Town Council can not guarantee availability of any particular grave, row or plot.

4. Memorials

Details of the design of the memorial, including dimensions, and a copy of the inscriptions, must be submitted for the prior approval of the Town Clerk (See Annex 3 – Application for Permission to Erect a Memorial Stone). All fees must be paid in advance.

A copy of the GRANT of EXCLUSIVE RIGHTS of BURIAL or other PROOF OF OWNERSHIP MUST be submitted with the application.

- a) No chains or fences are permitted. Professionally installed Kerbstones are permitted in the existing plots.
- b) No flat stones are to be laid in the main area of the Cemetery. (Flat stones may only be installed in the area set aside for Cremated Remains or in the Babies Memorial Area).
- c) Height of headstones must be restricted to a maximum of 3 ft high x 2 ft 6 in. wide x 1 ft depth – there are no restrictions as to the type of stone that can be used within these dimensions.
- d) Headstones must be fixed below ground level to either a plinth of:
 1. Wet concrete 3 in. thick and 3 in. wider than the headstone x 2 ft 6 in. for a 3 ft high headstone, or
 2. A concrete slab 3 ft x 2 ft x 2 in.All sections are to be joined with steel dowels.
- e) The Plot / Row / Grave number must be inscribed on the back of every stone.
- f) All memorials shall be erected in accordance with current NAMM Code of Working Practice.

5. Cremated Remains Area Memorials

- a) Cremation area memorial stones must be a standard size – 18 inches x 18 inches and can be flat or sloping. Upright stones are also permitted but they must not exceed 18 inches in height with a base not exceeding 16 inches wide or long.
- b) All memorials shall be erected in accordance with current NAMM Code of Working Practice.

6. General Maintenance

In order to permit ease of maintenance, and future grass-cutting operations, graves should be left with a mound of approx. 6 inch above ground level. This will allow the grave to settle and be levelled after a suitable period. Headstones and kerbs are permitted but there should be no chains or other borders to the graves. Only wreaths, tributes or arrangements of flowers (natural or artificial) may be placed on the headstones. Nothing may be placed on the grassed area, except at the time of the funeral.

Anyone who wishes that a grave should not be levelled will be asked to maintain that grave. Should such maintenance not be carried out, then a charge will be levied for any work needed to be done by the Town Council. Should this not be considered satisfactory then the Town Council will be obliged to level the grave.

There should be no planted garden, trees or shrubs on any grave area. Town Council operatives will remove any plantings made without permission.

Subject to availability of space, areas will be set aside for small well-tended memorial gardens including the opportunity for commemorative markers.

Anyone wishing to have a grave maintained by the Town Council should contact the Town Clerk who will advise what costs may be incurred.

7. Damage

Memorials are erected and remain at the owner's sole risk. The Council shall not be held responsible for any damage whatsoever to any memorial or grave.

8. Waste

Bins are provided at various locations within the Cemetery and a skip is located at a waste disposal point by the main car park. Visitors are requested to deposit any refuse produced in the Cemetery in the appropriate container.

9. Health and Safety

The Town Council endeavours to keep the Cemetery as safe and pleasant as possible for your use. This may sometimes result in us taking remedial emergency action, without prior notice to the owner of a grave, in the event of a hazard or risk being identified. We request the assistance of visitors to help in this matter and ask that you advise us if you see anything that might be considered a hazard.

10. Contact Details

LUDLOW TOWN COUNCIL. Town Clerk, Tel: 01584 878437 E-mail: townclerk@ludlow.gov.uk