

POLICY:	CEMETERY RULES AND REGULATIONS
Policy number:	
Available to:	All Staff, Councillors & Public (Website)
Supersedes Version:	Henley Road Cemetery, Ludlow Rules and Regulations – Adopted by Full Council 28/07/2014
Approved by:	Full Council
Approval date:	31 st July 2023
Review due:	June 2026

1. Description

Rules governing the Council owned cemetery.

2. Purpose of this policy

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.

3. Scope

This policy covers all activities within Henley Road Cemetery, Ludlow, including burials, funerals, maintenance, administration and visitors.

4. Procedure

4.1 Access & Parking

- 4.1.1 The Cemetery is open to pedestrian visitors 24 hours. Opening hours are subject to the Town Council reserving the right to close or restrict access to the Cemetery.
- 4.1.2 No animals are permitted in the Cemetery, with the exception of guide dogs.
- 4.1.3 Henley Road Cemetery car park is reserved for visitors on Cemetery business only Vehicular access and parking is only permitted in the designated car park accessed from Henley Road. No parking is permitted on the cemetery paths.

- 4.1.4 Cortège vehicles dropping off mourners in the vicinity of the Chapel should then proceed to the Car Park. Only authorised vehicles such as approved Stone Masons or Grave Diggers are allowed to drive on the pathway for delivery purposes only. Care must be taken to avoid driving on grassed areas and kerbs etc

4.2 Burials

All burials must be arranged and undertaken by approved funeral directors. Failure to adhere to the regulations will result in approval being suspended by the Town Clerk pending the decision of Services Committee. Funeral directors without the necessary approval will not be permitted to work at Henley Road Cemetery.

- 4.2.1 Applications for burials and cremated remains must be made to the Town Clerk at least five working days prior to the funeral using the official application form available from The Town Council Offices at the Guildhall, Mill Street, Ludlow (Appendix 1). The Certificate for Burial or Cremation (Part B) must be provided before the funeral can take place.
- 4.2.2 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 *Appendix 2*. All fees must be paid in advance. Fees will be reviewed on an annual basis.
- 4.2.3 A new burial plot will be allocated or permission to reopen an existing grave will be given by the Town Clerk or authorised officer of the council. Grant of Right of Burial will be issued for all new graves as documentary proof of ownership of the grave.

4.3 Ownership of graves plots

- 4.3.1 The cemetery remains the property of the local authority. Plots are owned on a leasehold basis for an initial period of eighty years. After which time the owner is able to renew ownership for a maximum period not exceeding one hundred years in total.
- 4.3.2 Only the owner of the grave may authorise use of the grave or changes to the headstone. The owner is the recorded purchaser of the grave. If the owner of the grave is deceased then ownership must be transferred to a relative in line of succession.

4.4 Allocation

New graves will be allocated according to Council policy to maintain alignment of graves. The Town Council cannot guarantee availability of any particular grave, row or plot.

4.5 Grave Digging

- 4.5.1 Grave diggers are employed directly by Ludlow Town Council.
- 4.5.2 The grave will be marked prior to digging and the correct location of the grave verified by an officer of the council before excavation can take place.
- 4.5.3 All new graves must be at least double depth (6' 6").
- 4.5.4 All grave diggers must be appointed by the Town Clerk. Grave diggers must abide by the current cemetery regulations.
- 4.5.5 Grave digger must observe to the schedule of minimum depths in *Appendix 3*.
- 4.5.6 Triple graves depth graves are permitted if soil conditions are suitable.
- 4.5.7 Newly backfilled graves will settle and sink over time. New graves should be left with a mound of approx. 3 inch above ground level. This will allow the grave to settle and be levelled by the grave digger after a suitable period.

4.6 Brick Vaults

- 4.6.1 Requests for brick built vaults will be considered by the Town Clerk only if a suitable space is available in the cemetery.
- 4.6.2 The brick vault must be centrally within a double plot to avoid encroaching on graves either side.
- 4.6.3 The brick built vault must be constructed by a grave digger / brick layer employed by the Town Council and built to the construction and materials specification supplied by the Town Council (appendix 5)
- 4.6.4 The cost of purchasing a brick vault grave is available on request from the Town Clerk

4.7 Memorials

- 4.7.1 All memorials must be arranged and undertaken by approved memorial masons. Failure to adhere to the regulations will result in approval being suspended by the Town Clerk pending the decision of Services Committee. Memorial Masons without the necessary approval will not be allowed to work at Henley Road Cemetery.
- 4.7.2 When wilted funeral flowers have been removed no other grave ornaments are permitted on the grave. A headstone may be erected on the grave when the ground has settled.

- 4.7.3 Disturbed earth must be left for twelve months before a headstone can be installed. When the headstone is installed the ground must be levelled.
- 4.7.4 Details of the design of the memorial, including dimensions, and a copy of the inscriptions, must be submitted for the approval of the Town Clerk (using *Appendix 4 – Application for Permission to Erect a Memorial Stone*. A schedule of current fees is available from the Town Clerk *Appendix 2*. All fees must be paid in advance. Fees will be reviewed on an annual basis.
- 4.7.5 A copy of the GRANT of EXCLUSIVE RIGHTS of BURIAL or other PROOF OF OWNERSHIP MUST be submitted with the application. If the owner of the grave is deceased, ownership must be transferred before erection a headstone or any changes to an existing head stone will be permitted.
- 4.7.6 No chains or fences are permitted.
- 4.7.7 No kerbstones are permitted.
- 4.7.8 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).
- 4.7.9 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.
- 4.7.10 Headstones must be fixed below ground level to either a plinth of:
- a) Wet concrete 3 in. thick and 3 in. wider than the headstone x 2 ft 6 in. for a 3 ft high headstone, or
 - b) A reinforced concrete slab 3 ft x 2 ft x 2 in.
- All sections to be joined with steel dowels.
- 4.7.11 The Plot / Row / Grave number must be inscribed on the back of every stone.
- 4.7.12 All memorials shall be erected and constructed in accordance with current NAMM Code of Working Practice. All masons should be NAMM or BRAMM registered.
- 4.7.13 All memorial masons working at Henley Road cemetery must be approved by the Town Clerk and issued with an approval number.

4.8 Cremated Remains Area Memorials

- 4.8.1 Cremation area memorial stones must be a standard size – 18 inch x 18 inch and can be flat or sloping. Upright stones are also permitted but they must not exceed 18 inch in height with a base not exceeding 16 inch wide or long.

- 4.8.2 All memorials shall be erected in accordance with current NAMM Code of Working Practice.

4.9 General Maintenance

- 4.9.1 In order to permit ease of maintenance, and future grass-cutting operations, new graves should be left with a mound of approx. 3 inch above ground level. This will allow the grave to settle and be levelled by the grave digger after a suitable period.
- 4.9.2 Floral tributes are permitted on graves for a period of one month after the burial. After a month has elapsed, no flowers or ornaments may be placed on the grassed area of the grave.
- 4.9.3 Grass cutting will take place on rota throughout the growing season.
- 4.9.4 Headstones are permitted once the ground has settled. If the grave digging has not disturbed the memorial end of the grave the headstone may be erected sooner. It is the responsibility of the memorial mason to ensure that all newly installed memorials are safe and secure and present no danger to any user of the cemetery. There should be no kerbs, chains or other borders to the graves.
- 4.9.5 All graves will be levelled unless the family requests otherwise. 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.
- 4.9.6 No planted garden, trees or shrubs are permitted on any grave area. Town Council operatives will remove any plantings made without permission.
- 4.9.7 Subject to availability of space, areas will be set aside for small well-tended memorial gardens including the opportunity for commemorative markers. Requests should be put in writing to the Town Clerk
- 4.9.8 Anyone wishing to have a grave individually maintained by the Town Council should contact the Town Clerk who will advise what costs may be incurred.

4.10 Damage

- 4.10.1 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.

4.11 Waste & Water

- 4.11.1 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.
- 4.11.2 There are two stand pipes for visitors to use. One is situated at the beginning of the path that leads from the car park. The other is located by the chapel. Please bring your own watering cans.

4.12 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.

4.13 Contact Details

LUDLOW TOWN COUNCIL Gina Wilding, Town Clerk

Tel: 01584 871970

Email: townclerk@ludlow.gov.uk

Cemetery Officer: charlotte.ambrazas@ludlow.gov.uk

5. Other relevant policies

Memorial Safety Policy
