

HORNCASTLE TOWN COUNCIL

BOSTON ROAD CEMETERY - REGULATIONS

****Please note: No burial shall take place, no cremated remains scattered and no memorial shall be placed or inscription added without the permission of Horncastle Town Council****

Section A – Funeral Arrangements

- 1 Horncastle Town Council must be given at least 7 days' notice for a burial in the cemetery
- 2 Burials are not permitted on Saturdays, Sundays or Bank Holidays
- 3 A maximum of 12 ashes caskets can be interred into a family ashes plot
- 4 All fees and payments are set out on Horncastle Town Council schedule of cemetery fees.

Section B – Care of Graves

- 1 The overall care of the Cemetery is the responsibility of Horncastle Town Council. The Estates Management Committee oversees the operation of the Cemetery; and the maintenance of the Cemetery Grounds is managed by the Estates Supervisor - Mr Stuart Goodacre.
- 2 The Town Council as the Burial Authority has a duty of care and is responsible for the safety of the Cemetery and can take action if necessary to achieve this.
- 3 Following burial, flowers can be left on a grave for a maximum of two weeks as long as the flowers are still fresh, if they are not removed after two weeks the Estates Supervisor has been authorised to remove them, sympathy cards will be kept for collection from the boardroom.
- 4 All graves will receive basic maintenance by the Estates Team unless otherwise requested.
- 5 Relatives maintaining graves should not place grass cuttings or soil in the skip or bins. Please ask the Estates Supervisor to dispose of it correctly.
- 6 For health & safety reasons and to help the ease of maintenance, please note:
 - i. Only one vase on each grave space is allowed for flowers.
 - ii. Kerbs are not permitted in the new extension.
 - iii. Glass vases, jars or glass ornaments must not be placed on graves.
 - iv. Turf must not be removed or any border erected around the grave.
- 7 Members of the public wishing to help out with any maintenance work in the Cemetery must first inform the Estates Supervisor.
- 8 Glass vases, jars or glass ornaments must not be placed on graves. The Estates team have been instructed to remove any unauthorised vase or other article placed or left on the grave.
- 9 Relatives are responsible for removing dead flowers and holly wreaths and putting them in the rubbish bins.
- 10 The Estates Supervisor has the right to remove dead flowers at his discretion to maintain the appearance of the Cemetery.
- 11 The Estates Supervisor has the right to remove artificial flowers at his discretion to maintain the appearance and dignity of the Cemetery.
- 12 Bushes, plants and trees must not be planted on or around graves
- 13 If you wish to place a seat in the Cemetery please apply to the Clerk for a copy of the Policy on Placing a Bench in the Cemetery.

Section C – Memorials

- 1 Grave owners wishing to erect memorials and vases must first obtain permission from the Clerk (this is usually done through the Monumental Masons).
- 2 All memorials must be fitted by the stonemasons and adhere to these guidelines
- 3 The monumental masons have a duty of care to erect memorials securely.
- 4 Only Stonemasons who agree to accept responsibility for the health and safety of the memorial for the first ten years will be allowed to erect a memorial.
- 5 A fee is payable to the Town Council for the right to erect a memorial which includes the first subscription, an extra fee is charged for a second or subsequent inscription.
- 6 At the time of application a 30 year exclusive permit for the right to erect a memorial will be granted with the option to renew the lease every 5 years thereafter providing the owner continues to maintain the memorial. If these right are not renewed the memorial will be considered abandoned.
- 7 Only one headstone is allowed on each grave space. Where a memorial is being placed over adjoining graves it must be placed between the two plots. The maximum overall width of the memorial must not exceed 4'.
- 8 Kerbs are not permitted in sections 73 to 97.

Section C1 – Approved types of memorials

- 1 The approved forms of memorials are:
 - a. Monolith Headstones
 - i. The maximum height of a headstone is 2' 6" from ground level.
 - ii. The maximum overall width of a memorial must not exceed 3'.
 - iii. At least one third of the headstone must be buried in the ground.
 - iv. The headstone must be affixed into a concrete shoe.
 - v. The headstone must only be placed on undisturbed ground
 - vi. A headstone cannot be erected until 6 months after interment.
 - b. Memorial Plaques on dedicated cremated remains areas
 - i. Only one plaque is permitted per grave
 - ii. Flat, sloped or 'desktop' memorials are permitted
 - iii. Memorial plaques must be fitted on a concrete slab base larger than the memorial footprint, which should be flush with the grass with the exception of desk memorials
 - iv. Memorial plaques over 18" x 18" may be allowed at the discretion of the Estates Supervisor
 - v. Memorial plaques can be fitted at any time after interment
 - c. Memorial Plaques on full grave spaces
An additional flat cremation plaque may be allowed subject to certain provisions.
 - i. The plaque would need to be sunk into the ground to facilitate mowing over the top
 - ii. No flower vase is permitted with the plaque
 - iii. The base slab (landing) is abutted and sealed to the existing memorial/headstone to eliminate grass from growing between the two
 - d. Memorial Vases
 - i. Are permitted in place of a plaque or headstone
 - ii. They must not exceed 12" in height.
 - iii. The vase must be fitted to a concrete base which is larger than the footprint of the memorial, but must not exceed 12"x 12".
- 2 Picture Cameos are permitted as specified below:

Headstone – Must not exceed 4' x 3'
Cremation Tablets – Must not exceed 3.5' x 2.5'

Section C2 – Care of memorials

- 1 The Owner of a memorial is responsible for any maintenance or repairs, unless the grave is considered abandoned
- 2 A visual inspection of all memorials will be undertaken at least annually by Horncastle Town Council to identify potential issues. Safety inspections will be carried out every 3 years.
- 3 Memorials at risk will be identified and any immediate threat addressed.
- 4 Memorials found to be in immediate danger will be made safe by temporary staking in the upright position, embedding into the ground or, as a last resort, laying down flat.
- 5 For those memorials identified as at risk the owner will be contacted and asked to make the necessary repairs. If the owner cannot be traced an advertisement will be placed in the local paper, on the notice board in the Market Place, at the cemetery gates and on the memorial.
- 6 Costs will be recovered from the owner if they request the repair work.
- 7 If the memorial is over a 100 years old and the owner cannot be traced the authority will cover the cost of repairs.
- 8 Memorials are covered under the Public Liability section of the Town Councils insurance policy.
- 9 A sign has been erected warning of the hazard of old memorials.
- 10 The removal of all vertical memorials for further burials or additional inscriptions must be undertaken by the stone mason at their expense.
- 11 If the rights have not been renewed the memorial will be considered abandoned.

Section D – Cemetery Access

- 1 No vehicles are allowed in the Cemetery except at funerals.
- 2 If you or your passengers have a mobility problem and require vehicle access, please inform the Estates Supervisor before your visit and access will be arranged.
- 3 The Cemetery side gates are open from 9am until dusk, 7 days a week. For health & safety reasons the Cemetery is closed after dark.
- 4 No dogs are allowed in the cemetery except for support dogs.

Contact Details

The Estates Supervisor will be pleased to help or give advice should any help be required.

Clerk's Office
The Stanhope Hall
Boston Road
Horncastle
LN9 6NF
01507 522957
info@horncastletowncouncil.co.uk

Cemetery Office
Boston Road Cemetery
Boston Road
Horncastle, LN9 6HU
07899737979
estatesupervisor@horncastletowncouncil.co.uk