

The following Cemetery Regulations were approved at a meeting of Sleaford Town Council, 1st July, 2015. Cllr G. Titmus, Chairman.

SLEAFORD TOWN COUNCIL CEMETERY REGULATIONS

PART II: Memorials and Care of Graves.

**SLEAFORD TOWN COUNCIL
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INTRODUCTION:

This copy of Sleaford Cemetery Regulations is being sent to you as the next of kin, following the recent interment of:

(Insert Name, date of death, date of interment, grave ref details)

If you have any concerns or questions regarding these regulations, please do not hesitate to contact in the first instance, the Clerk to the Council.

SECTION 1.

ERECTION OF MEMORIALS & CARE OF GRAVES

1. As the Burial Authority, the overall care of the Cemetery is the responsibility of Sleaford Town Council. The Council's Services Committee oversees the management and operation of the Cemetery.
2. Sleaford Town Council has a duty of care and is responsible for the safety of the Cemetery and can take action if necessary to achieve this.
3. Permission is required for the right to erect a memorial on a grave or Cremated Remains space and incurs a fee, payable to Sleaford Town Council. Right of Tenure for the placing of a headstone or other monument is granted for an initial period of **30 years**. This period may be extended after an inspection by an approved Memorial Mason hired by the memorial owner and any necessary remedial work has been carried out. The permission to erect a memorial includes permission for the first inscription thereon; the

owner/representative must obtain the Council's written permission for all subsequent inscriptions.

4. Applications for the right to erect or place memorials must be accompanied by drawings/photographs and all necessary particulars, including the Grave Space reference Number and no work shall be started before the application has been approved. Applications are usually made by the chosen Monumental Mason; the Town Council requests that the Grave Reference Number is incised on any memorial erected. Only one headstone can be allowed on each grave space.
5. The owner of a memorial is responsible for all maintenance or repairs.
6. A visual inspection of all memorials will be carried out every three years, or as required, by taking into consideration ground conditions and position of the memorial in relation to footpaths etc. Memorials found to be at risk will be identified and any immediate threat addressed.
7. Memorials found to be in immediate danger will be made safe by temporary staking in the upright position, embedding into the ground, or laying down flat. The Council will make every attempt to contact the Memorial owner/ representative should it be necessary to remove, lie down or otherwise make safe any memorial.
8. The Council will make every attempt to contact the Monumental Memorial owner or representative in the event of requesting the temporary removal of a monument to facilitate other Cemetery grounds work.
9. The Council reserves the right to refuse permission for the

erection of any memorial or the placing on a memorial of any inscription that it may consider unsuitable.

10. All memorial work carried out in the cemetery must conform to the National Association of Memorial Masons (NAMM) Code of Working Practice 1994.
11. The Council will not be held responsible for any damage to or loss of memorials or gravestones by storm, wind, lightning, subsidence, acts of third parties or any other cause not occasioned by the negligence of their employees.
12. The approved **Headstone** memorials are:
 - Monolith headstones*
(A Monolith headstone is one solid piece of stone, with a portion of the stone buried into the ground. The stone is fixed to a concrete foundation for extra stability.)*
 - Maximum height of a headstone is 67cm (2ft 6") from ground level
 - Minimum one-third of the headstone must be buried in the ground and wedged into a concrete shoe
 - Memorials erected to cover two grave spaces may be up to 107cm (3' 6") wide and are to be placed centrally between the two graves.
 - The headstone must not be erected until six months after the interment has taken place.
 - A temporary floral container (not glass) is permitted.
13. The approved Memorial **Plaques**:
 - May be placed over Cremated Remains only
 - Must not exceed 62cm (2') in height x 62cm (2') wide and fitted onto a concrete slab base, which sits flush with the grass.
 - Preferably incorporate a flower vase.

- The Memorial plaque must not be fitted until six months after the interment has taken place.
- A temporary floral container (not glass) is permitted.

14. The approved Memorial Vases

- Must not exceed 31cm (12") in height
- If fitted with a base, must not exceed 31cm x 31cm, (12" x 12").
- Should be fixed to the base of the Memorial

15. Approved Cameos must not exceed:

- 10 x 7cm (4" x 3") – headstones &
- 9 x 6cm (3.5" x 2.5") – cremated remains tablets.

16. For reasons of Health and Safety, and to assist in the maintenance of the Cemetery spaces, please note that:-

- ❖ Only two flower vases on each grave memorial are allowed.
- ❖ Kerbs and border stones are not permitted in the new Cemetery sections, flush boarding strips to define the grave space are permitted.
- ❖ No glass vases, jars, ornaments are to be placed on graves.
- ❖ Turf must not be removed from the grave space.
- ❖ Permission to help with any maintenance work in the Cemetery must be obtained from the Cemetery Services Supervisor.

17. Cremated Remains.

An Application for interment of cremated remains must be made in the same way as for the burial of a coffin.

Cremated Remains may not be scattered in any part of a burial ground. Arrangements may be made for the scattering of Cremated Remains ***beneath the surface*** of the ground of a

grave space held by the owners, following the temporary removal of turf by a Council representative.

18. Woodlands Section, “Green Burials”:

No memorials are permitted in the ‘Green Burials’ section of the Woodland Extension.

A GPS plan of the location of graves is held by the Clerk. Town Council staff are able to identify the general area in which an interment has been carried out.

No ornamentation or planting is allowed on the grassed areas of the Woodland extension. Arrangements can be made for a commemorative tree to be planted in the Woodlands Section of the Cemetery; however the location of the tree will not identify the position of the grave.

19. If a family wishes to commemorate a grave in any way, they should submit their request in writing to the Town Council. Full consideration will be given to the family’s request; however the decision of the Town Council in such matters is final.

20. Cemetery Services Staff have been instructed to remove any unauthorised vase or article placed or left on the grave after six months, and to level the grave after a period of six months following the interment.

21. Bushes, shrubs etc. must not be planted on the grave.

22. Arrangements for the placing of a commemorative bench in the Cemetery may be made with the Clerk to the Council.

22. Following an interment, flowers may be left on a grave for 21 days as long as they are still fresh or alternative

arrangements have been agreed with the Town Clerk. Cemetery Staff have been instructed to remove flowers at the end of this period. Attached Sympathy cards will be kept for collection from the Cemetery Office.

- 23. The Cemetery is open every day from 8.00a.m.**
The gate to Millfield Terrace is closed at 2.00p.m. daily.
In winter (October – March);
East Road gate is closed at 4.00p.m.
In summer (April – September):-
East Road Gate is closed at 7.00p.m.

Parking is for Cemetery visitors and those attending funerals only.

2015 Approved by Council (1st July, 2015)