



**REGULATIONS CONCERNING BURIALS IN LEDBURY
NEW STREET CEMETERY**

INTRODUCTION

Ledbury Town Council welcomes all visitors to the Cemetery every day of the year, on weekdays from 9:00am to 17:00pm and at weekends and public holidays. We ask for respect and dignity of the facility, including keeping dogs on leads and children always supervised.

WORKING PRACTICE

All work should comply with the code of working practice of the National Association of Memorial Masons insofar as compatible with these Regulations.

APPLICATIONS OF INTERMENT

All applications must be submitted to Ledbury Town Council 14 days prior to the interment. Applications received must be signed by the registered owner of the exclusive right of burial. Should the owner be deceased, the applicant must contact the Proper Officer of the Council prior to the interment taking place to transfer ownership.

1 CEMETERY

1.1 Exclusive Right of Burial

The Exclusive Right of Burial entitles the deed-holder to determine who is buried in the grave and whether a memorial can be installed (subject to the payment of the relevant fee and permission from Ledbury Town Council being granted). All requests for transfers of Exclusive Right must be in writing to Ledbury Town Council together with payment of the relevant administration fee. You will be required to provide documents such as grant of probate or letters of administration to demonstrate your right to have the grave transferred into your name.

All Exclusive Rights of Burial terminates after 99 years.

1.2 Statutory Declaration

A statutory declaration is a legal document and is required by the Council as evidence of the ownership of a grave belonging to a deceased person. A declaration is needed if a grant of probate or letters of administration is not required for their estate, and you want the grave ownership transferred to you. Only the registered grave owner may authorise burials or a memorial for a grave.

Please note: The owner of the Exclusive Rights is responsible for advising the Parish Council of any change of address. Failure to notify us of a new

address may result in any remedial action required in respect of the grave plot, or any memorial installed on the plot, having to be taken without reference to the owner of the Exclusive Right

1.3 Grave Depths

Interments will take place in plots allocated by Ledbury Town Council (other than those pre-purchased prior to 1986).

The Local Authorities Cemeteries Order 1977 states that 915mm of soil has to be between the top of the last coffin interred and the ground level (for an average coffin being 380mm in height. For double depth graves 150mm of soil is to be left between each coffin. New Grave opening depth: 1980mm Second Interment depth: 1370mm Child's Grave depth: 1370mm

Single plot : 4ft 3

Double plot: 5ft 8

2 MEMORIALS AND GRAVES

All memorials MUST be erected in accordance with BS8415 (or any such new regulation that is introduced herein after) and the National Association of Monumental Masons (NAMM) Code of Practice. Ledbury Town Council reserves the right to refuse permission for the installation of any memorial where the fixing method does not comply with current guidelines. All memorials remain the property and responsibility of the 'Exclusive Right' owner. Ledbury Town Council shall not be responsible for any damage or breakage which may occur to any memorial through any cause whatsoever ie vandalism, storm damage etc. Owners should consider insurance for their memorials. The memorial owner has a responsibility to maintain their memorial.

2.1 General

A new grave can take up to 12 months to settle, following which an application may be submitted for the introduction of a memorial. The Groundsman will undertake regular topping up of the grave during this period.

2.2 Approval of gravestones

Any 'Exclusive Right' deed holder who wishes to erect a memorial in the Cemetery must contact a NAMM approved Memorial Mason. The application must show a drawing or illustration of the design, dimensions, full constructional details (for checking against the NAMM Code of Practice) materials to be used and any inscription required. Where memorials or kerb sets are erected that are not in compliance with these directives, the Council reserve the right to remove such items and all costs incurred will be charged to the 'Exclusive Right' deed holder. Subsequent additions of kerb sets or additional memorials items must be applied for as above.

The application form should be obtained from Ledbury Town Council. No action should be taken in respect of the application until written permission has been given.

2.3 Permitted designs – New Section of Cemetery

Headstones should not exceed 2 feet 6 inches in height, 2 feet in width and 12 inches in depth.

Headstones, crosses, or ledgers only may be introduced and must be simple in design.

Columbaria, raised curbs, railings, plain or coloured chippings or stones in the shape of hearts, figures or bird baths are not permitted in the New Section of the Cemetery. Please refer to the Appendix which outlines this area. Photographs (or equivalent) and other mementoes similarly are not permitted.

2.4 Materials for Memorials

Natural materials only should be used, preferably those which are traditionally used in local buildings, e.g., stone, slate, or oak. The materials selected should be in sympathy with the colour and texture of the Cemetery buildings, fabric and any adjacent buildings and walls.

Where stone types are no longer available, carveable re-constituted stone may be a suitable alternative. The use of black or pearl granite, of all-polished granite of whatever colour, of white marble or of plastic is not permitted.

The finish of all stones should be non-reflective.

2.5 Inscriptions

Dedications should be simple, reverent, and appropriate. Inscriptions (on the front only) should be incised or may be in relief and may be picked out in black, silver or gold. Flush or raised lead is also permitted. Plastic or other applied lettering is not permitted. Hand-cut lettering is encouraged.

The name only of a mason or firm may be inscribed low down at the side or on the reverse of a headstone or cross in unpainted and unleaded letters not more than 13mm (1/2") in height provided their appearance is seemly and unobtrusive having regard to the memorial as a whole. Every memorial erected or placed in the cemetery shall bear the grave space number on the back face or base.

2.6 Removal of a memorial stone

The removal of a memorial stone for further interment or its removal for repair, maintenance or inscription is permitted with the consent of Ledbury Town Council. Memorials remain the property of the family.

2.7 Flowers and additional memorials

Flower Vases

A flower vase may be incorporated in the base of headstones or crosses, but separate vases must not be placed elsewhere in the grave space, except where it is intended that no headstone, cross or other memorial will be erected; then, a fixed vase, in permitted stone material, not more than 300mm (12") high x 200mm (8") wide x 200mm (8") deep with a memorial inscription may be placed in the approximate position where the headstone, cross or other memorial would have been, had there been one.

Plastic and glass containers are not permitted as they are safety hazards.

The Council reserves the right to remove, and dispose of, deteriorated floral tributes, and any other unauthorised articles such as fences, ornaments. Any unauthorised items will be removed by the Groundsman and may be placed in the Cemetery Chapel or replanted elsewhere in the Cemetery without further reference.

The planting of trees, bushes or shrubs are not permitted in the new section of the Cemetery.

Flowers

Fresh flowers are encouraged as opposed to artificial flowers. Exceptionally, Remembrance Day poppies and Christmas wreaths may be placed on graves. After one month, Ledbury Town Council may remove dead and artificial flowers to keep the Cemetery tidy.

3 GARDEN OF REMEMBRANCE & CREMATED REMAINS

3.1 Purchase of a Garden of Remembrance Plot

All plots purchased are double in depth. A "Grant of Exclusive Right of Burial" certificate will be issued with the plot receipt. Any change of ownership must be notified to Ledbury Town Council, together with appropriate documentation.

Garden of Remembrance depth: 2ft

3.2 Caskets of ashes may be interred within the Garden of Remembrance or in a conventional grave in the cemetery where the 'Exclusive Right' has been purchased. **There is no facility for 'scattering' ashes.** Cremated Remains may only be interred in grave spaces where 'Exclusive Rights' exist on receipt of the written permission of the registered owner of the grave.

3.3 Memorial Stones

Memorial stones, incorporating vases if desired, may be introduced with the permission of Ledbury Town Council.

The stone should be of a material permitted for memorial stones under Regulation 2.4. It must be laid flat with the ground, not exceeding 450mm

(18") square, and should respect the character of the Garden of Remembrance as a whole. It should not be covered with Perspex or other protective material. No memorial stones are permitted to be placed in Cemetery walls.

Removal of a Memorial Stone

The removal of a memorial stone for further interment or its removal for repair, maintenance or inscription is permitted with the consent of Ledbury Town Council. Memorials remain the property of the family.

4 GENERAL

4.1 Cutting and general Maintenance Work

Ledbury Town Council is now a lawned Cemetery. Mowing and general upkeep of the cemetery will be carried out by the Groundman employed by Ledbury Town Council. The frequency of maintenance will be determined by weather conditions.

Individual maintenance of grave spaces is the responsibility of owners. The Council reserves the right to carry out levelling or in-filling on grave spaces where this becomes necessary. The Council will reinstate subsided graves over a period of time following interment and will lay seed when natural settlement of the ground has ceased. Owners are reminded not to plant this area of the grave, as plants will be removed to allow reinstatement work.

4.2 Litter and Rubbish

Ledbury Town Council Litter bins are situated around the Cemetery and should be used to dispose of all rubbish. Wreaths and floral tributes from recent funerals should be removed when they have deteriorated. The bins are emptied by the Groundsman twice weekly.

4.3 Water supply

There are three water connections in the Cemetery: near the Chapel, the entrance gate by Oakland Drive and centrally by the enclosed maintenance storage area. Water containers are provided by the Groundsman and are available for use and are situated close to the water connections mentioned above. The water supply may be turned off to avoid frozen pipes or during drought conditions.

No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a cemetery, and no additional inscription shall be made on a tombstone or other memorial, without the permission of the officer appointed for that purpose by the burial authority.

Every person contravening the above provision shall be liable (under article 19 of the local Authorities Cemeteries Order 1977), on summary conviction to a fine not exceeding £1000); and in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefor.