

HOLT TOWN CEMETERY



Holt Town Council
Nelson House
2 White Lion Street
Holt
NR25 6BA

CEMETERY LAYOUT

The cemetery is located in Cley Road, Holt, NR25 6JG. Entrance to the cemetery is either by the side gate or the main gate. The cemetery is divided into 7 sections A – F and J Tablet Memorial area for interred ashes. Earlier burials (i.e. from 1910 onwards) have taken place in Section A – D . Sections E – H are more recent burials. Part of Section E is consecrated. There is a cemetery plan at the back of this document.

MAINTENANCE

The Town Council is responsible for the maintenance of the cemetery. It is the responsibility of the next of kin to ensure that memorials are kept in good order and that mowers and machinery are not obstructed by incorrectly positioned vases, containers and other items. We undertake memorial inspections every five years and in the event of a memorial being found to be unstable we will endeavour to contact relatives to ask them to repair the memorial. It is only as a last resort that we lie memorials down.

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RULES & REGULATIONS MADE BY HOLT TOWN COUNCIL FOR MANAGEMENT OF HOLT CEMETERY

(Local Government Act 1972 & Local Authorities' Cemeteries Order 1977)

ADMINISTRATION

The "Burial authority" referred to in this document is Holt Town Council. These rules and regulations will be applied and enforced by designated officers working for the burial authority.

The Cemetery is Holt Town Cemetery located in Cley Road.

The Town Council office is open Monday – Friday 9.30am – 2pm, staff may be out of the office attending meetings, therefore members of the public are strongly advised to make an appointment in advance of any visit.

All correspondence should be addressed to

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Websites www.holttowncouncil.org

These regulations are made under the Local Government Act 1972 & Local Authorities' Cemeteries Order 1977 as amended by Local Authorities' Cemeteries (Amendment) Order 1986 and the burial authority will review and amend these regulations as necessary.

Regulations have always existed in cemeteries and are a necessary requirement for the effective management of a burial facility and to ensure that the cemeteries are maintained for quiet contemplation

These rules and regulations should be read in their entirety. Section headings are not exclusive and all regulations apply equally to all cemetery users.

As well as the following rules and regulations, the Local Authority Cemeteries Order 1977 applies. In particular, Clause 3 (1) of this order states that:

"Subject to the provisions of this order, a burial authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery"

GENERAL CONDUCT FROM VISITORS TO THE CEMETERY

1. All persons are expected to conduct themselves in an orderly manner and should keep to all roads and footpaths when not attending graves.
All vehicles being driven within the cemetery are limited to a maximum speed of 5mph.
No vehicles are to be parked in the cemetery overnight.
No vehicles are permitted on the grass without written permission from Holt Town Council.
2. Children under the age of 12 should be accompanied by a responsible person over 18 years of age.
3. Visitors should always deposit their dead flowers and other litter in the bins provided near the pedestrian gates.
4. Dogs must be kept on leads and under control at all times.
5. No person shall offer goods for sale or solicit orders for the sale of any goods within the cemeteries.
6. Visitors or other persons shall not interfere with any workmen employed by the burial authority and shall not employ them to execute any private work what so ever within the cemeteries.

OFFENCES IN THE CEMETERY

7. No person shall:-
 - Wilfully create a disturbance in the cemeteries
 - Commit any nuisance in the cemetery
 - Wilfully interfere with any burial taking place in the cemetery
 - Wilfully interfere with any grave, vault, tombstone or other memorial, or any flowers or plants on such
 - Play any games or sport in the cemetery.
8. No person, not being an officer of the burial authority, or another person so authorised by or on behalf of the burial authority, shall enter or remain in the cemetery at any hour when it is closed to the public.

CONDITIONS REGULATING BURIALS

9. Burials normally take place Monday to Friday between the hours of 9.15am—3.15pm. During the winter months the last funeral (committal only) will be 2.30pm. The time arranged for the burial service is the time when the cortege should be at the graveside.
10. No burial will be permitted on Sundays or public holidays. Burials on Saturdays will only occur with the prior approval of the burial authority and subject to staff availability.
11. In some cases, for cultural, religious or public health reasons, there may be a request for a burial to take place at short notice. In such circumstances the burial authority will make reasonable efforts to arrange the burial within the specified period, however, as these situations are exceptional, no guarantee can be provided. The scheduling of any funeral is always at the discretion of the burial authority.
12. The burial authority may, from time to time, need to make certain burial times unavailable because of operational issues.
13. The burial certificate of order must be received by the bereavements office a minimum

of 2 full working days prior to the funeral taking place. Failure to provide this document may result in delays or the cancellation of the funeral.

14. The location of each new burial plot will be allocated by the burial authority. Where a new burial plot is required (i.e. the burial will not be in an existing, purchased plot) all reasonably practicable efforts will be made to accommodate the last wishes of the deceased and the preferences of bereaved families. The final decision on the allocation and use of any new burial plot rests with the burial authority.
15. Those families required interments to be in a designed faith section should make their wishes clear to their funeral director. Such requests will be accommodated subject to sufficient space being available in the appropriated section.
16. Persons who are authorised by the burial authority will ensure the back filling of any graves as necessary. However, in the event of relatives and friend wishing to do so, this will be permitted at the discretion of the funeral director and with a minimum of 48 hours' notice to the burial authority. The funeral director will be responsible for all arrangements including risk assessments relating to any additional activities at the graveside.
17. Funeral directors must arrange where necessary, for memorials to be removed from the grave to allow graves to be reopened. The memorial shall subsequently be dealt with in accordance with the directions of the burial authority. Responsibility for any memorial removed in error will remain with the funeral director at whose expense the memorial will be reinstated to the satisfaction of the grave owner.
18. Reinstatement of headstone memorials following an interment is not permitted for a period of six months. After this time the instruction of the grave owner to the funeral director or monumental mason may be carried out.
19. All graves within the cemeteries will be excavated, without exception by authorised contractors of the burial authority according to the coffin size advised by the funeral director.
20. Floral tributes that are placed on the grave after a funeral should be removed when the tributes are seen to be decaying. If these are not removed by the owner, the burial authority may arrange for them to be disposed of. In either case, it will be a period of time that shall not exceed four weeks after the date of the funeral.
21. In certain circumstances, it may be necessary for soil that is excavated from a grave being prepared for an interment to be laid onto an adjacent grave. The burial authority will ensure that this is for the shortest time possible and any adjacent grave affected will be protected by boards on the grave and in front of any headstone. This will only occur if the soil cannot reasonably be placed elsewhere and after the funeral, any affected grave will be fully reinstated.
22. All bodies must be prepared for interment before being brought to the cemetery.
23. No coffin/container will be accepted at the cemetery unless the name of the deceased therein is clearly shown.
24. If requested the identity shown on the coffin/container will be verified to the council's officer or their appointed representative in attendance at the funeral by the funeral director at each burial service.
25. After the coffin/container and body have been committed into the grave they shall not be removed or otherwise disturbed except for lawful exhumation by licence and or faculty or by the order of the coroner.

CONDITIONS REGULATING FUNERAL DIRECTORS

26. All funeral directors are required to provide to the burial authority annually and also on receipt of any specific request from the burial authority, the following documentation: -

- (i) Full risk assessments and method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. These must cover all aspects of work the funeral director is likely to undertake including any activities within the cemetery that are associated with the funeral service (including any activities associated with funeral services based on religious beliefs) and all issues relating to vehicle access and movements within the cemetery.
- (ii) A copy of their health and safety policy and codes of practice
- (iii) A copy of their Public and Employee Liability insurance with at least £5 million cover. Copies also to be provided to the burial authority upon policy renewal.

CONDITIONS REGULATING GRAVES

27. No plants, trees, shrubs or other vegetation of any kind should be planted on or around graves or anywhere in the cemetery. The burial authority may prune, cut down or remove any vegetation which, in the opinion of the burial authority, has become unsightly, overgrown or is interfering with graves.

28. To assist with the maintenance of the cemetery, tributes are permitted on the plinth of the headstone/memorial. Flowers and wreaths are not permitted on the grassed area of the grave except for the period of 4 weeks after interment.

If there is not headstone or memorial on a grave, tributes must be restricted to an area at the head of the grave in line with other memorials and not exceeding an area covering 2'6" x 1". To retain the natural ambience of the cemetery, items which emit light or sound or movement are not permitted. Tributes must be approved by Holt Town Council.

Visitors are welcome to place wreaths on graves at Christmas provided these are removed by the end of January or earlier if they become unsightly. Any wreaths left on graves after this date will be removed.

In the interests of health and safety no breakable items are permitted. The burial authority reserve the right to remove any items which have been placed on the grave if, in the opinion of the burial authority, they present a health and safety risk (particularly if damaged).

29. No brick lined graves, grave mound, kerbing, kerb sets, or fencing of any style or height is permitted. Any such additions will be removed by the burial authority. All coffins and caskets must be biodegradable. No metal coffins or caskets are permitted.

30. No wood memorial post or other wooden erection shall be placed around, over or upon any grave except as a temporary memorial pending a permanent stone memorial being erected. Such permission to be approved in advance and will not be granted for more than 12 months.

31. The burial authority is not responsible for any items placed in the cemetery by grave

owners or cemetery visitors and may remove any such items placed in the cemetery at any time and without prior notice. Unauthorised items will be removed without payment or consideration of compensation.

CONDITIONS REGULATING EXCLUSIVE RIGHTS OF BURIAL

32. The exclusive right of burial (EROB) must be purchased prior to interment or the erection of a memorial. This right of burial is for a period of 100 years from the date of purchase dependant of the fee paid. The purchaser is not buying the grave freehold and does not own any land. Another person who has purchased the right of burial can determine who may be interred in the grave. Notwithstanding this, the burial authority will determine the total amount of burials and/or cremated remains that may be interred in each grave. The purchaser may have to purchase more than one grave to accommodate oversized coffins/caskets.
33. The EROB may at the discretion of the Burial authority and for a cost, be renewed for a further period of time on expiry.
34. The Deed of Grant issues in relation to the purchase of an exclusive burial rights is an important document and should be kept in a safe place. This grant must be presented to the Town Council by the funeral director or monumental mason before the grave can be opened or a memorial erected.
35. The EROB can be transferred to another person by assignment for which a fee is payable to the Burial authority. Equally it can be bequested in a will. The burial authority encourages grave owners to ensure that other family members are aware of the existence of the Deed of Grant.
36. Any change of address must be notified to the burial authority in order that up to date records are maintained and so that the burial authority is able to contact grave owners as and when required. No responsibility can be accepted for information which does not reach a grave owner if the burial authority has not been informed about a change of address.
37. Graves where the EROB applies can only be opened with the written consent of the person to whom the Deed of Grant is issued, unless the interment is to be that of the deed holder, before which the EROB must be updated with the new deed holder details. Until the Deed has been updated no interments will take place, excepting in the event that a Power of Attorney exists in relation to the Deed holder, in which case interments in the grave will be at the discretion of the burial authority.
38. An interment fee is payable each time a grave is reopened.
39. In the event that the owner of an EROB wishes to return this right to the burial authority details of the process will be provided on request. No refund will be made if any burials have been made in the plot. In the event that the plot is empty a refund will be payable according to the amount of unexpired whole years remaining on the exclusive right. An administrative fee will be charged. Full details will be provided on application to the burial authority.
40. The burial authority would normally expect the Deed of Grant to be purchased by the next of kin or other close family member. The burial authority will refuse to allow the purchase of a Deed of Grant to a third party if, in the opinion of the burial authority
 - (i) Such a purchase would present a third party with the opportunity to decide who could, and who could not, be buried within the cemetery.

- (ii) Such a purchase would provide an opportunity for the third parts to profit from the use of the grave
- (iii) Such a purchase would create a lack of clarity for future management issues, particularly the ownership of, and liability for, any memorial erected on the grave.

CONDITIONS REGULATING HEADSTONE, MEMORIALS AND MONUMENTAL MASONS

Paragraphs 42-64 inclusive apply to all new memorials and any remedial works to existing memorials where such works are required due to an existing memorial failing a safety inspection (paragraph 69)

Paragraphs 41-64 inclusive also apply to any memorial which is removed from the cemetery for any purpose and then returned and re-erected within the cemetery. The removal of any memorial for any purposed must always be approved by the burial authority.

- 41. Memorials are not permitted on un-purchased graves or anywhere in the cemetery excepting with the written permission of the burial authority and in relation to an interment within the cemetery.
- 42. No memorial shall be erected upon any grave, unless the exclusive right of burial has been purchased and an application for permission to erect a memorial has been made by the registered owner and approved by the burial authority. A licence to erect a memorial will be for a maximum of 20 years but can be extended on application at the end of this term upon payment of an additional fee that may be in force at the time.
- 43. Applications for permission to erect a memorial are available from monumental mason to the burial authority in advance of any works commencing on site. The written application should be submitted to the burial authority accompanied by the appropriate fee.
- 44. The full design and installation specification must be provided by the monumental mason to the burial authority in advance of any works commencing on site. The following dimensions shall not be exceeded: Headstone 3'6" x 2'6" wide, vases 1'6" high.
- 45. All memorials when completed shall remain the sole risk of the owner at all times.
- 46. Each memorial must be kept in good repair by the owner.
- 47. The burial authority reserves the right to refuse to allow the placing of an inscription upon any memorial if, in the opinion of the burial authority, it is deemed to be libellous, inaccurate or likely to cause offence to any person or body of persons.
- 48. Any memorial that is erected without the written approval of the burial authority is unauthorised and may be removed and stored until such time as a proper application is made and approved. A fee will be charged in respect of the removal and storage in addition to the appropriate erection fee. The burial authority will take reasonable steps to ensure the safe removal and storage of any unauthorised memorial but will not be held responsible for any damage that may occur as part of this process. Unauthorised items will be removed without payment or consideration of compensation.

49. All memorials must be designed and installed to meet the standard of BS8415, the BRAMM (British Register of Accredited Memorial Masons) guidelines (Blue Book) and the NAMM (National Association of Memorial Masons) Code of Practice (current versions).
50. All memorials must be installed using a NAMM approved ground anchor system that conforms to BS8415.
51. In order to ensure that all new memorials achieve the performance standard requirements of BS8415, monumental masons should follow the guidelines (Blue Book) or and the NAMM Code of Practice (current versions) with regard to ground conditions, foundation designs, joints and assembly. The burial authority may insist on corrective or remedial works if, in the opinion of the burial authority, a memorial has not been designed and/or erected in accordance with the BRAMM/NAMM guidelines. Corrective or remedial works must be completed to the burial authority's satisfaction within 28 days.
52. All new memorials will be subject to inspection as part of the memorial inspection programme to ensure that that are securely installed and do not present a health and safety risk.
53. All new memorials will be inspected after installation and if there are any discrepancies between the memorial and the original application this will be notified in writing to the monumental mason and the grave owner. Any corrective or remedial works required must be completed to the burial authority's satisfaction within 28 days.
54. When a memorial fails an inspection or fails to meet the criteria detailed in these rules and regulations, the burial authority will, in accordance with the circumstances of each individual memorial, take appropriate action to remove any health and safety risks. The burial authority reserves the right to charge an administrative fee to the monumental mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process, including remedial action(s), inspections (including any subsequent re-inspections) and all correspondence. If the owner of the exclusive rights of burial (or in the case of a common grave, the next of kin), cannot be contacted, a charge in respect of the fees due together with the administration fee will be placed on the grave concerned. No further interments of memorial works will be permitted until the charge has been repaid.
55. The burial authority requires all monumental masons working in the cemeteries to be fully conversant with the BRAMM and NAMM guidelines. Any relevant revision to these guidelines may, at the Burial authority's discretion, be applied to the design and erection of all memorial subsequent to the date of revision. The burial authority will make reasonable efforts to inform monumental masons of such changes, but notwithstanding this it is the responsibility of the monumental masons to remain fully conversant with the BRAMM and NAMM guidelines.
56. The burial authority may refuse memorial applications from monumental masons who have repeatedly been responsive for memorials which have failed inspections of where, in the opinion of the burial authority, there is clear evidence of repeated poor workmanship.
57. Each memorial shall have on the side close to the base the mason's name and the number of the grave and an anchor symbol to indicate that a ground anchor has been fitted.

58. Each memorial shall be placed in line with other memorials in the same section.
59. All monumental masons are required to provide to the burial authority annually and on receipt of any specific request from the burial authority, the following documentation:-
- Full risk assessments and method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. These must cover all aspects of work and the mason is likely to undertake and all issues relating to vehicle access and movements within the cemetery.
 - A copy of their health and safety policy and codes of practice.
 - A copy of their Public and Employee Liability insurance with at least £5 million cover. Copies also to be provided to the burial authority upon policy renewal
60. All rubbish and surplus materials of any kind arising from an erection, removal, repair, alteration or cleaning of any memorial must be removed from the cemetery by the monumental mason or person who has carried out the work. Should any such material be left by persons working on memorials the cost of removal and disposal may, at the burial authority's discretion, be recharged to the monumental mason who submitted the memorial application or the person to whose order the memorial works were carried out.
61. No hewing or dressing of any memorial will be permitted in the cemetery.
62. No erection of other works to memorial will be permitted in the cemeteries at weekends or on public holidays excepting remedial works in response to health and safety issues. Any such works will be permitted at the burial authority's discretion and with formal written approval.
63. The burial authority will carry out a continuous programme of safety inspections to establish whether memorials are at risk of falling and causing damage or injury. If any memorial is found to be unsafe the burial authority has a duty to minimise the risk and will take the action which best suits the circumstances relating to the individual memorial. Action may need to be taken immediately following an inspection.
64. The burial authority will follow relevant guidelines and best practice and will publish full details of the inspection programme and procedure. The burial authority will use its own website, local media and cemetery signage to communicate details of the programme. The burial authority will make reasonable efforts to contact grave owners, subject to paragraph 35 of these rules and regulations.

CONDITIONS REGULATING CREMATION PLOTS

65. A cremation plot is 2' x 2' and two interments will be permitted. Memorial tablets shall not exceed 16" x 18" and shall be laid level with the ground and in line with other tablets. Tablets are to be polished grey or black and can be either a desk tablet or flat table with an in-built vase. All holders containing cremated remains must fit within the area of the cremation plaque. All holders must be biodegradable and not metal.
66. Flower containers must be incorporated into the tablet at all times. No other receptacle will be permitted. The burial authority may remove any other objects which are not authorised. Unauthorised items will be removed without payment or consideration of compensation.

67. No trees, shrubs, plants or any kind of memorial will be permitted on the cremation plots and the burial authority will remove any unauthorised vegetation.
68. All cremation plots will be laid with stone chippings, no other type of chipping will be allowed and the burial authority will remove unauthorised vegetation.

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