HORNCASTLE TOWN COUNCIL
WOODLAND CEMETERY – REGULATIONS

****Please note: No burial shall take place, no cremated remains scattered and no memorial shall be placed or inscription added without the express 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 Funeral times (based on Daylight Saving Time)
   a. Summer – the latest time for a full burial is 3pm
   b. Winter – the latest time for a full burial is 2pm

4 A maximum of 12 ashes caskets can be interred into a family ashes plot
   a. If a green burial plot is used for family ashes, then the maximum number of caskets is reduced to 8, due to the tree within the plot.

5 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 office at Boston Road Cemetery.

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. Glass vases, jars or glass ornaments must not be placed on graves.
   iii. 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 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 to maintain the green credentials, 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 Seats on Land belonging to Horncastle Town Council (also available on the Town Council website).

Section C – Green Burials & Memorials

'Green Burials' are considered to be eco-friendly burials that cause as little impact as possible to the surrounding environment.

1 Bodies that are buried in the Green Burial area should not have been embalmed. We ask that consideration be given to the clothing material worn by the deceased, natural fibres such as wool or cotton are preferable.

2 A biodegradable coffin, casket, shroud or urn must be used.

3 For green burials, the fees charged include the purchase of a native species tree, which can be chosen from the following list (dependent upon availability at the time):

Beech	Crab Apple
Field Maple	Birch
Oak	Rowan
Wild Cherry	Wild Service
Hazel*	Holly

*Hazel will be maintained as a coppice by the Estates Team.

4 The trees will be purchased by the Estates Team, at approx. 1.8m in height, as feathered, bare rooted stock.

5 All the trees for green burials will be planted between November and March by the Estates Team.

6 Families are able to be present at the planting and a date / time can be arranged by contacting the Estates Supervisor.

7 A small wooden memorial may be placed at the foot of the tree, or a wooden memorial tree charm may be hung from the tree. Please see our schedule of fees for the permit fee.
   a. Maximum memorial dimensions – 8" x 6" or 6" diameter circle
   b. Any memorial is to be supplied and paid for by the EROB holder
   c. Memorials are to be installed by the Estates Team.

Example styles of wooden memorial for green burials:





Section D – Memorials for non-Green Areas

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 Memorials may only be installed **by appointment** with the Estates Supervisor (contact details at the end of this policy).

3 All memorials must be fitted by the stonemasons, follow BRAMM guidelines and adhere to these guidelines.

4 Any memorial being removed prior to burial or for maintenance/re-inscription must be refitted to conform with the latest BRAMM guidelines for safe installation of the type of memorial regardless of the existing fitting.

5 The monumental masons have a duty of care to erect memorials securely.

6 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.

7 A fee is payable to the Town Council for the right to erect a memorial which includes the first inscription, an extra fee is charged for a second or subsequent inscription.

8 At the time of approval of an application a 30 year exclusive permit for the right to erect a memorial will be granted with the option to renew the lease for a further 20 years thereafter providing the owner continues to maintain the memorial. If these rights are not renewed the memorial will be considered abandoned.

8 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'.

9 Kerb-sets are not permitted in the Woodland Cemetery.

Section D1 – Approved types of memorials

1 The approved forms of memorials are:

a. Lawn Memorials
   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. The memorial should be fixed into the concrete plinth with ground anchors.
   iv. Lawn memorials can be fitted at any time.
   v. Space to the right-hand side of the memorial is for flower vase / ephemera.
   vi. No items can be placed on the grass.

b. Memorial Plaques
   i. If a plaque is preferred, it can be fixed to the concrete plinth with appropriate fixings
   ii. The maximum overall width of the plaque must not exceed 3'.
   iii. Plaques can be fitted at any time.
   iv. Space to the right-hand side of the plaque is for flower vase / ephemera.
   v. No items can be placed on the grass.

c. Memorial Plaques for wildflower cremated remains area
   i. The brass plaque is to be placed on the central memorial column only.
   ii. The maximum overall size of the plaque should be 8" x 3.5"
   iii. The plaque may only record the name and dates of the deceased.
   iv. Memorials are to be installed by the Estates Team.

d. 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 which is 24" square and 2" deep. 1" of the slab should be below ground level, and 1" above ground level.
   iv. The maximum size of memorial plaques is 18" x 18"
   v. Memorial plaques can be fitted at any time after interment

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 the concrete plinth with ground anchors.

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 D2 – 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 In the case of accidents to members of the public, memorials are covered under the Public Liability section of the Town Councils insurance policy.

8 The removal of all vertical memorials for additional inscriptions must be undertaken by the stone mason at their expense.

9 If the rights have not been renewed the memorial will be considered abandoned.

Section E – Cemetery Access

1 No vehicles are allowed in the Cemetery except at funerals. Please use the car park at the entrance to the Community Woodland.

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 gates are open from 9am until dusk, 7 days a week. For health & safety reasons the Cemetery is closed after dark.

4 Dogs are allowed in the cemetery but must be kept on a lead at all times, and must be cleared up after.

Contact Details

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

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

Cemetery Office
Boston Road Cemetery
Boston Road
Horncastle
LN9 6HU
07899 737979
estatessupervisor@horncastletowncouncil.co.uk

This policy was adopted by Horncastle Town Council on: 31 August 2022
Reviewed: 12 May 2026