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## 7. Useful Contact Names

Hornsea Town Council  
Town Hall  
75a Newbegin  
Hornsea  
East Yorkshire  
HU18 1PA  
Telephone: 01964 532252

### CEMETERIES ADMINISTRATION:

Town Hall  
75a Newbegin  
Hornsea  
East Yorkshire  
HU18 1PA  
Telephone: 01964 532252

### CEMETERIES GROUNDS MAINTENANCE UNIT:

Mr Ashley Binnington  
Telephone: 07787 987783

Mr Gary Oxendale  
Telephone: 07748 798416

### Town Clerk:

Ms Joanna Richardson  
E-mail: [clerk@hornsea.gov.uk](mailto:clerk@hornsea.gov.uk)

### Deputy Town Clerk:

Mrs Chris Berry  
E-mail: [chrisberry@hornsea.gov.uk](mailto:chrisberry@hornsea.gov.uk)

**Headstone**—see memorial.

**Kerbs**—surrounding of a burial plot (usually stone).

**Lawned Section**—a section within the cemetery to which restrictions on the use of kerbstones apply. (Intended to simplify the grounds maintenance operations).

**Licence**—written approval of the Home Office allowing exhumation.

**Memorial**—generic term of a monument to a dead person or persons to signify location of where a burial has taken place.

**Memorial Stone**—see memorial.

**Dwarf Wall**—an area within the cemetery where memorial plaques are fixed.

**Columbaria** – an area within the cemetery where marble blocks and memorial plaques are fixed

**Woodland**- an area within the cemetery where marble toadstools and memorial plaques are fixed.

**Resident**—a person who:

a) up to 6 months before their death was a resident in Hornsea or

b) had pre-purchased an Exclusive Right of Burial or

c) in the case of a still-born child, at least one of the child's parents were, at the time of the death, a resident in Hornsea.

**Scattering of Cremated Remains**—emptying of the contents of urns or caskets within a defined area of the cemetery.

**Sexton**—member of the Burial Authority's staff charged with the upkeep of the cemetery and other burial related duties.

**Stillborn Child**— a child who was dead at birth or a child whose age at the time of death did not exceed 1 month.

**Tablet**—see memorial.

**Unconsecrated**—not blessed according to the rites of the Church of England.

**Urn**—see casket.

**Vaults**—see walled grave.

**Walled Grave**—as for burial plot but with a concrete foundation at the base and bricked walls to the depth of the current interment, with stone paving on top of the coffin (may also be referred to as a vault).

**Working Section**—an area within a cemetery currently being used for burial purposes or in respect of which Exclusive Rights of Burial are being granted.

## 1.1 Introduction

The Hornsea Town Council is the statutory burial authority for the following cemeteries which are administered by Hornsea Town Council, Town Hall, 75a Newbegin, Hornsea, East Yorkshire  
HU18 1PA

CEMETERY	ADDRESS
Southgate	Southgate Hornsea East Yorkshire
Edenfield	Marlborough Avenue Hornsea East Yorkshire

## 1.2 Opening Times

The opening times of the cemeteries are as follows:-

During the months 1st April to 30th September:

Weekdays from 8.00am to 7.00pm

Weekends and Bank Holidays from 9.00am to 5.00pm

During the months 1st October to 31st March:

Weekdays from 8.00am to 4.00pm

Weekends and Bank Holidays from 9.00am to 4.00pm

**Open Christmas Day, Boxing Day and New Years Day**

### 1.3 Cemetery Grounds and Facilities

Facility	Cemetery
Burials in Lawned Section	Southgate, Edenfield
Garden of Rest	Edenfield
Designated area for scattering of Cremated remains	On Request
Seating	Southgate, Edenfield
Toilets	Edenfield
Vehicular Access	Edenfield
Site Sexton Presence	None
Use of chapel for Memorial Service	None
Dwarf Wall	Edenfield
Columbaria	Edenfield
Woodland	Edenfield

### 6. Definitions

Expressions and terms used in these rules have the following meanings:

**Administration Section**—Administration Section, Town Hall, 75a Newbegin, Hornsea, East Yorkshire. HU18 1PA  
Telephone 01964 532252

**Ashes**—see cremated remains

**Burial**—the act of placing a coffin, urn or casket in the burial plot (sometimes referred to as interment).

**Burial Authority**—Hornsea Town Council

**Burial Plot**—area of land designated for the purpose of burying a coffin, urn or casket (sometimes referred to as a grave space, earthen grave, walled grave or garden of rest).

**Casket**—small receptacle containing cremated remains (sometimes referred to as an urn).

**Consecrated**—blessed according to the rites of the Church of England.

**Cremated Remains**—the result of disposal of a body by fire. Normally contained within an urn or casket. These may also be referred to as ashes.

**Earthen Grave**—see burial plot.

**Exclusive Right of Burial**—the right to be buried in a specific plot within the Cemetery.

**Exhumation**—removal of any remains (by Faculty and /or Home Office Licence).

**Faculty**—written approval from the Diocesan Register (Church of England).

**Funeral Director**—either a professional Funeral Director who will be a member of an appropriate professional body and carry appropriate insurances or any private individual making the arrangements for a burial. Private individuals also bear responsibility for ensuring adequate insurance cover and conformity to minimum standards as set down in these Rules (public liability to a value of £2m and employee liability to a minimum value of £10m).

## **5. Fees and Payment**

**5.1** Fees and charges will be reviewed annually.

**5.2** All fees must be paid to the Burial Authority within one month of the date of invoice.

## **2. Burials and Exhumations**

### **2.1 Purchase of a Burial Plot**

**2.1.1** The application for a burial can be made to the Administration Section, Town Hall, 75a Newbegin, Hornsea, East Yorkshire. HU18 1PA, or in person between the hours of 9.00am to 4.00pm Monday to Friday.

**2.1.2.** Applications may be made before or after a bereavement.

**2.1.3.** Applicants will be issued with an Exclusive Right of Burial. This allows interment in a burial plot allocated by the Burial Authority within the current working section of the cemetery.

**2.1.4** Purchase of a burial plot outside the current working section of the cemetery is not permitted.

### **2.2 Notice of a Burial or Exhumation**

**2.2.1** A written notice must be lodged with the Administration Section, Town Hall, 75a Newbegin, Hornsea, HU18 1PA before any burial. The Administration Section can provide the necessary documentation. With regard to exhumation, request should be made to the Home Office or Diocesan Office (see note 2.8.1).

**2.2.2.** Normally four working days notice will be needed for a burial in an earthen grave.

**2.2.3** For an exhumation normally seven working days notice will be required.

**2.2.4** In exceptional circumstances a shorter time limit may be possible but an extra fee will be charged to cover the extra cost to the Burial Authority.

### **2.3 Restrictions Applying to Exclusive Rights of Burial**

**2.3.1** Where a burial plot has been purchased and an Exclusive Right of Burial has been granted, the plot will not be opened or used for a burial unless the owner (or their personal representative) gives their written consent and the Burial Authority is satisfied as to ownership.

**2.3.2** An Exclusive Right of Burial lasts for a period of 99 years from date of issue. However, in the event that it remains unused for over 100 years, the Burial Authority may issue a formal notice ending the Right.

**3.4.2** Memorials styled on Commonwealth War Grave Commission “stick in the muds”, shall either be sunk for 30% of their height into the ground or be secured by a prefabricated concrete shoe, the top of which must be set a minimum of 6ins (0.15m) below mean ground level.

### **4. Conduct within the Cemetery**

**4.1** No person shall:

**4.1.1** Wilfully create any disturbance

**4.1.2** Commit any nuisance

**4.1.3** Wilfully interfere with any burial taking place nor

**4.1.4** Wilfully interfere with any grave or vault, any tombstone or a memorial, or any flowers or plants

**4.1.5** Play any game or sport in a cemetery. Breach of these rules may amount to a criminal offence.

**4.2** No person, other than an officer of the Burial Authority shall enter or remain in a cemetery when it is closed to the public.

**4.3** Children under twelve years of age should be accompanied by a responsible adult when visiting a cemetery.

**4.4** Dogs will be allowed into the cemetery but MUST kept on a lead. Any person allowing a dog to foul in the cemetery is committing a criminal offence and may be prosecuted.

**4.5** Visitors are welcome but should keep to defined roadways and paths. No rights of way are created by these rules.

**4.6** Cars may be permitted to enter a cemetery for the purpose of attending a burial plot. Bicycles should not be ridden in cemeteries.

**4.7** Any contractors or delivery staff must make arrangements with the Administration Section prior to any work commencing or deliveries being made.

**3.2.3** Within the Dwarf Wall/Columbaria/Woodland section of the cemetery, ground maintenance techniques in the Burial Authority cannot allow plant pots, plant holders, mementos or other items to be placed around the memorial plaque. Floral tributes may be placed in vases or containers within the memorial. Arrangements should be agreed between the owner of the burial right and the burial Authority.

The Burial Authority reserves the right (after a suitable time lapse) to remove the following items:-

e.g.:

Dead flowers

Christmas Wreaths

Mementoes

(Any mementoes removed will be stored for collection (by prior arrangement))

### **3.3 Lawn Memorials—Foundations**

**3.3.1** Foundation slabs of natural quarried stone 0.075m (3 ins) thick, reinforced concrete 0.075m (3 ins) thick or pre-cast concrete to BS 0.065m (2.5 ins) thick, 0.9m (3 ft) wide and ideally extending 0.075m (3 ins) in front and behind the memorial base shall be placed for all lawn memorials 0.6m (2 ft) in height and above. Foundations laid wet or dry to be plumb and ground level.

**3.3.2** Where memorials are placed in rows back to back, a sub-foundations, minimally a pressed layer paver 0.9m x 0.6m x 0.05m (3ft x 2ft x 2ins) shall be used below the foundation slab to prevent “kissing”. In these instances the foundation slab may allow 0.025m (1in) clearance only behind the memorial base.

### **3.4 Ground Support Systems/Memorial Stability**

**3.4.1** The “NAMM GROUND SUPPORT FIXING SYSTEM” or a NAMM TESTED alternative system, correctly applied, shall be used to fix lawn type memorials (i.e. memorials comprising headstone, base and foundation, cross, die, base foundation etc).

## **2.4 Transfer of an Exclusive right to Burial**

**2.4.1** An Exclusive Right of burial may be transferred to another person or back to the Burial Authority. This is formal procedure and should be discussed with the Administration Section.

## **2.5 Burial Procedures**

**2.5.1** Burial can take place after the Registrar’s Certificate of Death or a Coroner’s Order or Burial has been produced. This should be given to the Administration Department prior to the burial.

**2.5.2** The timing of all burials must be between:

Monday to Thursday

9.00am to 3.00pm

Friday

9.00am to 1.00pm

**2.5.3** Requirements of professional and non-commercial Funeral Directors are set out in the Definitions Section of these rules.

**2.5.4** All graves shall be dug, and following a burial, shall be reinstated by the Burial authority who will ensure that the grave complies with the maximum standard set out in the 1977 Local Authority Cemeteries Order.

**2.5.5** Only coffins of wood (or other materials approved by the Burial Authority) should be used. Each coffin in a walled grave or vault must be covered by a set of stone pavers.

**2.5.6** It is the duty of the Burial Authority and each Funeral Director to ensure that all graves comply with the minimum standards set out in the Local Authority Cemeteries Order 1977.

## 2.6 Scattering of Cremated Remains

2.6.1 The scattering of cremated remains within the cemeteries can take place at times and in areas designated by the Burial Authority.

## 2.7 Written Records

2.7.1 It is the duty of the Burial Authority to complete and keep indefinitely records of all burials and exhumations. The co-operation of Funeral Directors in completing the necessary records is required.

2.7.2 The Burial Register can be inspected at the Administration Section between 9.00am and 4.00pm Monday to Friday.

## 2.8 Exhumation

2.8.1 A request for an Exhumation will usually be made by a Funeral Director, acting on behalf of the deceased's family or representative, although the request could be made directly by the family itself or its representative.

No Exhumation can take place without:

- i) A Home Office Licence or ii) A Faculty and /or
- iii) Both a Licence and a Faculty (see definitions)

**A coroner can, by Warrant, also order an Exhumation.**

## 3. Memorials and Cemetery Maintenance

### 3.1 Memorial Maintenance, Fixing Construction

#### **Only NAMM registered Memorial Masons will be allowed to erect Headstones etc**

3.1.1 The right to place (and duty to maintain) a memorial is included in the grant of Memorial Application. In order to maintain an appropriate and dignified environment within the cemetery, the specifications and proposed inscription of each memorial must be agreed between the grave owner (holder of Exclusive Rights of Burial) and the Burial Authority.

3.1.2 The Burial Authority may remove any memorial or other structure which is erected without consent or erase any unauthorised inscription. The cost of removal may be recovered from the person making the unauthorised installation.

3.1.3 No memorial shall be removed from a cemetery without the agreement of the Burial Authority.

3.1.4 Any paving or other hard surfaces removed to facilitate a burial must be reinstated to their original condition within three months of their removal.

3.1.5 All memorial or headstones must be erected in a manner agreed with the Burial Authority to maintain safety. All persons erecting memorials or headstones should produce a certificate or insurance (public liability to a value of £2m and employee liability to a minimum value of £10m).

3.1.6 Existing headstones removed for further inscriptions must be reinstated in accordance with rule 3.1.5 above.

3.1.7 Memorials shall be constructed of solid stone or other natural materials with anticipated lifespan of at least forty years.

3.1.8 Memorial plaques may be ordered through the Burial Authority.

### 3.2 Maintenance of Burial Plots

3.2.1 The Burial Authority may take such steps considered necessary in order to preserve any grave, vault, tombstone or other memorial and particularly reserves the right to prune, cut down or remove any planting which has become unsightly or overgrown.

3.2.2 Within the lawned sections of the cemeteries, ground maintenance techniques mean that the Burial Authority cannot allow kerb stones or planting to take place around memorial headstones. No plant pots, plant holders or other items shall be placed or planted on the plot.

# *HORNSEA TOWN COUNCIL*

## GUIDELINES FOR CEMETERY USERS



Produced by  
Hornsea Town Council  
Town Hall  
75a Newbegin  
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Tel: 01964 532252

Adopted: July 2016

Guidelines for the Proper Management, Regulation and Control of Cemeteries for which The Hornsea Town Council is the Burial Authority