



EDENBRIDGE

TOWN COUNCIL

Burial Authority for the Parish of Edenbridge Regulations and Fees

in respect of

**THE CEMETERY
CHURCH STREET
EDENBRIDGE**

(last updated – Open Spaces Committee - 06 November 2023)

Website version (excluding fees)

INTRODUCTION

This booklet contains the complete rules, regulations and fees, relating to the cemetery from the date on the front page.

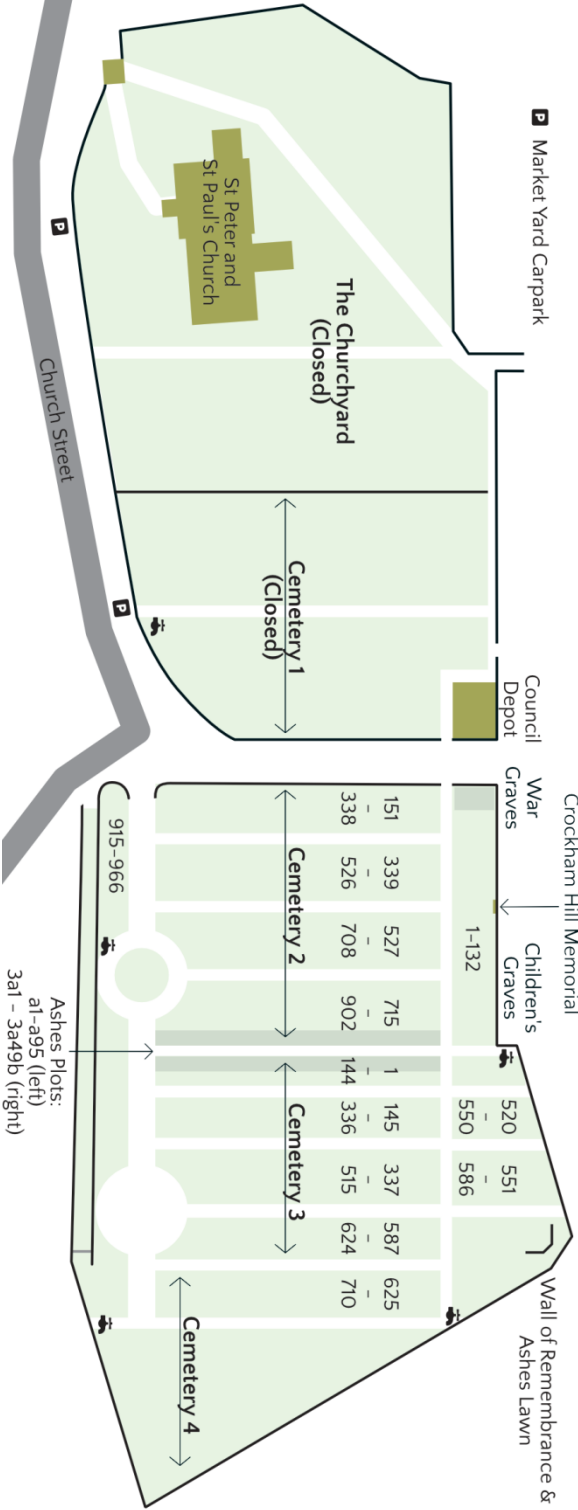
A Family Booklet has been produced which provides an introduction to the rules and regulations in simple, non-technical terms and covers the things that most families want to know, such as what is a Grant of Right, how long does it last, can it be transferred, how do I order a memorial, who is responsible for maintenance etc. It also contains space for them to record the details of Grants of Right which have been purchased and a map of the cemetery on which the approximate position of the plot can be marked. There is space for details of any subsequent interments, thus producing a simple family record.

The Family Booklet does not contain details of fees etc. but states that the latest scale of fees can be found by asking Funeral Directors or at the Council Offices, Doggetts Barn, 72A High Street, Edenbridge TN8 5AR, 01732 865368 or openspaces@edenbridgetowncouncil.gov.uk. The Council generally reviews all fees and charges every autumn, with any changes being implemented as from 1 January. Please ensure therefore that you are using the most up-to-date information.

The Council has specific views on what types of memorials and finishes it is prepared to accept, so all proposals for memorials must be submitted for approval before any work is undertaken. Whilst trying to accommodate the wishes of as many families as possible no memorial will be permitted with a photographic, or other image of the deceased.

CEMETERY PLAN

The plan shows the layout of the churchyard and cemetery and is designed to help find any particular grave space. More detailed plans are available for inspection at the Town Council offices, during normal office hours; these identify the precise position of each grave within each block.



RULES AND REGULATIONS

GENERAL

In all matters below the Burial Authority is Edenbridge Town Council and all correspondence relating to the Cemetery should be sent to the Registrar, Edenbridge Town Council, Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR openspaces@edenbridgetowncouncil.gov.uk

1. Plans of the Cemetery have been made with every grave space marked. There is not usually a choice of position, as allocation of the space is made as the next available plot. An Exclusive Right of Burial is required before any interment is made or memorial placed. This is currently for a term of 75 years, and can be purchased at the time of interment, or pre-purchased in advance (see table of fees at the end of this booklet).
2. A Register of Burials is kept at the Council Offices where requests for searches may be made and certified extracts obtained upon payment of the appropriate fee.
3. Interments may take place between 9.30 am and 3.30 pm on Mondays to Thursdays, 3pm Fridays. The time in all cases is subject to arrangement with the person conducting the interment. The time specified for a funeral is the time the procession should arrive at the Cemetery.
4. Notice of intended interments must be given to the Registrar, on forms provided for the purpose, at least two clear days in advance. This period of notice excludes Saturdays, Sundays, Bank or Public holidays or other statutory days granted by Council, Christmas Day and Good Friday. The Cemetery is normally closed between Christmas Day and New Year.
5. The Certificate for Disposal of the person to be buried, or the Coroner's Certificate where an inquest has been held, must be produced to the Registrar in advance, then given on arrival to the person conducting the interment, who must forward it to the Registrar within 48 hours.
6. Burial of the remains of animals is not permitted in the Cemetery.
7. Contractors working in the Cemetery must provide the Registrar with information as requested in the Contractors' Questionnaire, including risk assessment and method statement, and proof of insurance.

BURIALS

8. All graves for interment will be 2.15 metres deep, permitting two interments over time; any differences will be recorded in the Register of Graves. Each grave is to be dug as near as can be in the middle of its grave space. Funeral Directors must make their own arrangements for grave digging.
9. Only coffins of wood, wicker or other approved perishable material may be used.
10. No body shall be buried in a coffin where there will be less than 92 centimetres of earth above the top of the coffin, nor effectively separated from any coffin previously interred by a layer of earth not less than 15 centimetres thick.
11. When any grave is reopened for the purpose of another burial, no one must disturb any human remains interred therein or remove any soil which is offensive.
12. Part of the Cemetery has been set aside for interment of children aged 12 years or under. No other interments or memorials will be permitted in this area.
13. Part of the Cemetery is defined as Lawn Cemetery (sections 3 and 4). Nothing may be placed on the grass area of a grave, except on the day of the burial. As soon as possible after interment the Burial Authority will sow grass over the whole area of the grave with the exception of an area at the head to be used for the erection of memorials. After re-grassing, the area of the grave may not be disturbed by any person other than in accordance with these regulations.
14. Where a person purchases a Grant of Exclusive Right of Burial, which is currently for a term of 75 years, the Right can be formally transferred from one person to another, and should be transferred if the named owner is deceased –contact the Council to do this; a fee is payable. Only the Right holder may apply for memorial activity.
15. All fees and charges of the Burial Authority, as per the current approved scale, are to be paid to the Registrar on giving notice of interment.
16. Dogs must be kept on a lead and under control at all times within the Cemetery. Vehicles will not be admitted except on business or by special permission. No cycles shall be ridden in the Cemetery.

INTERMENT OF ASHES

17. The cremated remains of a deceased person cannot be surface scattered within the Cemetery. Ashes can be interred loose, or in containers which must be of perishable material, within the Ashes Lawn, ashes plots, or in an existing grave.
18. The Town Council staff, or their appointed contractor, will dig all ashes plots, the fees for which are included within those stated in the Table of Fees.
19. Immediately after an interment within the Ashes Lawn the area will be turfed and maintained as lawn. No memorial or planting of any kind will be permitted. Memorial plaques may be affixed to the Wall of Remembrance but this is not a requirement.

MEMORIALS

20. All requests for memorials must be approved in advance by the Burial Authority and considered by it to be within the character of the Cemetery.
21. Memorials may only take the form of:
 - a. a headstone, which shall not exceed 1.07 metres in height, 76 centimetres in width and 30 centimetres in plinth depth, or in the case of a memorial on a child's grave not exceeding 76 centimetres in height, **OR***
 - b. a monument tablet occupying a superficial area not exceeding 46 centimetres by 38 centimetres.
 - c. an inscribed vase (not permitted at the Wall of Remembrance)
 - d. a plaque on the Wall of Remembrance
 - e. planting of a tree, shrub, or rose within the Cemetery grounds or other location
 - f. kerbstones (only permitted in sections 1 and 2 of the Cemetery)

**Memorials at burial plots in cemetery three and four are permitted only one memorial as per a or b above.*

In order to maintain the quiet dignity and visual harmony of the Cemetery, no other memorials, memorabilia or decorations will be permitted, and may be removed.

22. All monuments shall be constructed in a manner and of materials to be approved by the Burial Authority i.e. in accordance with the National Association of Memorial Masons Code of Working Practice. No work

shall commence in the Cemetery until written approval from the Registrar has been given, written notice having been received by the Burial Authority forty-eight hours before commencement of any such work. All contractors shall be registered with BRAMM or RQMF, and must provide the Registrar with information as requested in the Contractors' Questionnaire, including risk assessment, method statement, and proof of insurance. The site of the work shall be left in a clean and tidy condition and surplus earth and materials placed in the receptacle provided.

23. Copies of every inscription, and a drawing showing the form, colour and dimensions of every gravestone, monument, memorial or topping proposed to be erected, must be submitted to the Registrar.
24. Approval will not be given for any memorial which bears a photographic or other image of the deceased, or parts of the deceased such as hand or foot prints, nor for the use of bright coloured grave toppings etc.
25. On grave spaces all monuments shall be erected centrally at the head, fixed upright and level, on to suitable stone or concrete on the correct grave space.
26. All lettering must be suitable for weathering purposes. The grave number must be engraved by the stone mason in 2.5 centimetre letters at the back of each monument, but not Wall tablet, at a height approximately 15 centimetres above ground level. The stone mason company name may be added beside the grave number as single line of lettering if wished.
27. Each monument, headstone, base or plinth is to be not less than 8 centimetres thick except for a monument not exceeding 60 centimetres in height when a thickness of 5 centimetres is allowed. The Burial Authority accepts no responsibility for damage however caused to any memorial; families should therefore consider carefully both the materials and design of memorials with this in mind.
28. At the Wall of Remembrance only tablets of the specified size, and chosen from the approved range of materials are permitted. In order to ensure uniformity of material, engraving and mounting, tablets are to be supplied, engraved with text only, and fixed, by the contractor appointed by the Burial Authority for the time being.
29. Replacement memorials will only be allowed like-for-like, or in line with current Regulations.
30. All requests for memorial planting shall be made to the Registrar, who will advise on possible locations and the permitted types of trees, shrubs, roses. Approval is entirely at the discretion of the Registrar. Plants will be purchased and planted by the Council's staff, or other approved contractor. Future maintenance will be the responsibility of

the Burial Authority, but no guarantees will be given as to the life of any plant, and the Authority has no responsibility for their replacement. A small memorial plaque may be placed by the plant, and can also be requested only through the Registrar.

31. All gravestones, grave toppings, monuments and memorials are inspected twice a year, and must be kept neat, clean and in good order by the owners at their own expense, and in default thereof, such gravestones, monuments and memorials may be forfeited to the Burial Authority, who are permitted to take possession, lay them down for safety, remove or repair them as they may think fit.
32. The Burial Authority reserves the right to put on a monument, memorial, or stone over a grave, its own mark or reference which shall not be removed by the owner.
33. All current fees of the Burial Authority for monumental work must be paid to the Registrar before permission is granted to enter the Cemetery to carry out the work; if required the receipt for interment and memorial fees shall be produced.
34. Where it is intended that a memorial will be erected after the six months settling period, a temporary plaque of an approved design may be placed on the grave until the memorial is ready. A full memorial fee is payable but is subsequently refundable against the memorial fee at the time of the memorial approval.

FLOWERS AND PLANTING

35. Only natural flowers are allowed to be placed on the graves in the Cemetery in unbreakable flower holders. Glass containers are not permitted. Plastic flowers or floral displays are not permitted.
36. Wreaths and flowers placed on graves on the day of a funeral, or at other times, will normally be removed after 14 days. Those placed at other times will be removed when withered.
37. A 30cm strip of ground for small plants is permitted in front of the headstone, to the width of the headstone only. No edging is permitted.
38. Fresh flowers may be put in the communal vases provided at the Wall of Remembrance; no other containers or individually dedicated vases are permitted.
39. The Burial Authority shall be at liberty to remove without notice any items which are broken or unsightly, or are not in keeping with Cemetery Regulations. These will be stored by the Council staff for a month, awaiting collection or disposal.
40. The Burial Authority reserves the right to prune or remove plants, shrubs or trees when not properly kept in order. Any action under this

clause may be undertaken without notice having been given to the owner.

41. The Burial Authority reserves the right to use whatever chemicals it deems appropriate for the maintenance of the Cemetery.

The Burial Authority does not accept any responsibility for damage to items within the Cemetery

NOTICE IS HEREBY GIVEN that no person shall:

- a) willfully create any disturbance in the Cemetery;
- b) commit any nuisance in the Cemetery;
- c) willfully interfere with any burial taking place in the Cemetery;
- d) willfully interfere with any grave, tombstone or other memorial, or any flowers or plants on any such matter; or
- e) play any game or sport in the Cemetery.

Every person who contravenes either a, b, c, d or e above shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction.

Byelaws regarding dogs apply, with a maximum fine of £1,000

ALTERATIONS TO REGULATIONS

The Burial Authority reserves the right to amend these regulations from time to time as they think fit.

OPERATIVE DATE

The following Table of Fees and Payments is operative from 1st January 2024; various amendments to the rules became operative as from 16th January 2017. Any requests for a deviation from the standard fees can only be considered if submitted to the Burial Authority in advance of any proposed activity or work.

FEE STRUCTURE

All fees will normally be trebled where a person is not a resident of the Parish of Edenbridge. Those who move out of the parish into residential care will retain their parishioner status for up to three years. Requests for a discretionary variation may be made.

1. EXCLUSIVE RIGHTS OF BURIAL (GRANTS OF RIGHT)

prior to 1974 Grants of Right issued by the Parish Church for the now closed churchyard, and by the Town Council in respect of Cemetery section 1 and part of section 2, were in perpetuity. Those issued by the Town Council for the remainder of section 2 and for section 3 between 1974 and 8 September 1997 were for 100 years only. Since 9 September 1997 all Grants are for a period of 75 years (including the Ashes Lawn). Fees include the issue of a Grant of Right certificate.

2. MAINTENANCE

Because the Burial Authority has the responsibility for the general maintenance of the cemetery and certain specific rights and obligations for the maintenance of graves, for the entire term of the Grants of Right, a Maintenance Charge will be levied; only one such charge shall be levied irrespective of the number of interments or burials within the same grave space.

3. INTERMENTS (OPENINGS & REOPENINGS)

The fees for interments include reinstatement of the grave space after six months from the date of burial.

CEMETERY FEES

Fees are reviewed and updated annually, effective from 1 January each year.