



EDENBRIDGE
TOWN COUNCIL



EDENBRIDGE CEMETERIES CHURCH STREET

Regulations and Fees

www.edenbridgetowncouncil.gov.uk

Burial Authority for the Parish of Edenbridge

**(Please see separate document on
our website for latest fees)**

Cemeteries Fees

INTRODUCTION

The rules and regulations set out in this booklet have been carefully developed to ensure that the Cemetery remains a dignified, respectful, and well-maintained place of remembrance for all. They are intended to promote fairness and consistency in the management of the site, while safeguarding the rights and responsibilities of those holding the Exclusive Right of Burial (EROB). By providing clear guidance on matters such as memorialisation, maintenance, and conduct, these provisions support the safe, orderly, and sensitive operation of the Cemetery, balancing individual wishes with the needs of the wider community and preserving its character for future generations.

The fees for burials, interments of ashes, grants of Exclusive Rights of Burial, memorials, and other related matters are reviewed annually and are implemented from 1 January each year.

The Burial Authority reserves the right to amend these regulations from time to time as it thinks fit. This is overseen by the Council's Open Spaces Committee.

All matters relating to the Cemeteries fall under the authority of Edenbridge Town Council ("the Burial Authority"). All correspondence regarding the Cemeteries should be directed to the Town Council at Doggetts Barn, 72A High Street, Edenbridge, Kent, TN8 5AR, or by email to cemeteries@edenbridgetowncouncil.gov.uk

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1 GENERAL RULES AND REGULATIONS

1.1 An Exclusive Right of Burial (EROB) - section 4 - is required before any interment is made or memorial placed. This is currently for a term of 75 years, and is purchased at the time of interment, or pre-purchased in advance (see the table of fees provided with this booklet).

1.2 Cemetery Plans identify each grave space. Grave spaces are allocated according to the plan by council officers.

1.3 Interments may take place between 9.30am and 3.30pm on Monday to Thursday, and 9.30am to 2.30pm Fridays. The time in all cases is subject to arrangement with the Town Council and the person conducting the interment. The time specified for a funeral is the time the procession should arrive at the Cemetery.

1.4 Notice of intended interments must be given to the Burial Authority, on forms provided for the purpose, at least two clear working days in advance. The Cemetery is normally closed between Christmas and New Year for interments.

1.5 The Certificate of Interment (green form) of the person to be buried, or the Coroner's Certificate where an inquest has been held, must be produced by the Registrar. This will usually be given in advance or on arrival to the person conducting the interment, who must forward it to the Burial Authority within 48 hours.

1.6 Certificate of Cremation to be provided for the interment of ashes.

1.7 Contractors working in the Cemetery must provide the Burial Authority with information as requested in the Contractors' Questionnaire, including risk assessment, method statement, proof of insurance, and its BRAMM or RQMF registration as appropriate.

1.8 Burial of the remains of animals is not permitted in the Cemetery.

1.9 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.

2 BURIALS

2.1 All graves for interment will be 2.15 metres deep, permitting two burials 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 by a contractor who must be Council approved.

2.2 Only coffins of wood, wicker or other approved biodegradable material may be used.

2.3 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.

2.4 When any grave is reopened for the purpose of another burial (or interment of ashes), no one must disturb any human remains interred therein or remove any soil which is offensive.

2.5 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.

2.6 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 except for 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.

2.7 An EROB must be purchased in order to inter remains in Edenbridge Cemeteries. (see section 4).

2.8 All fees and charges, as per the current approved scale, are to be paid to the Burial Authority on giving notice of interment.

3 INTERMENT OF ASHES

3.1 The cremated remains of a deceased person cannot be surface scattered within the Edenbridge Cemeteries. Ashes can be interred loose, or in biodegradable containers within the Ashes Lawn, ashes plots, or in an existing grave.

3.2 Burial plots may be purchased for the interment of ashes; up to six ashes per grave plot.

3.3 The Town Council staff, or their appointed contractor, will dig all ashes plots, the fees for which are included within those stated in the Cemeteries fees.

3.4 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.

4 EXCLUSIVE RIGHTS OF BURIAL (GRANTS OF RIGHT)

4.1 A burial plot is not purchased as land. Rather, the purchase for the Exclusive Right of Burial (EROB) is for a specified period (currently 75 years). This grants the right of interment in that grave space, but does not confer ownership of the land itself, which remains in the ownership of the Burial Authority (Edenbridge Town Council).

4.2 An EROB is required before any interment is made or any memorial is placed.

4.3 No interment shall take place, and no memorial shall be placed in the Cemetery, nor shall any additional inscription be made on memorials without the prior consent of the Council and the signed agreement of all the owners of the EROB.

4.4 The EROB entitles the owner to determine who can be interred in the burial space and whether a memorial can be placed (subject to the payment of the relevant fee and permission being granted by the Burial Authority).

4.5 The EROB may be purchased at the time of the interment for the appropriate fee and completion of the relevant application form including the signature/s of the proposed owner/s.

4.6 An EROB may also be pre-purchased for any burial or cremated remains plots in the Cemeteries.

4.7 The EROB is granted for a period of 75 years.

4.8 The holder of the EROB will have the option of renewal, subject to such restrictions and regulations as may be in force at that time. Application for renewal can be made at the end of the 75-year period or any time during the granted period. If an application for renewal is made during the granted period, the additional period plus the remaining period cannot exceed 75 years in total.

4.9 New graves will be allocated in strict rotation within each section of the cemetery.

4.10 Plans showing the grave spaces are kept at the Council's offices, where they may be seen during normal office hours of the Council.

4.11 Where no interment has taken place, the owner of the EROB may surrender it to the Burial Authority and receive payment as determined by the Council at the time. No refund will be made where the EROB has lapsed or will lapse before the expiration of ten years.

4.12 Any transfer of ownership of the EROB will be subject to the production of satisfactory evidence of title and the approval of the Burial Authority. Such transfer must be registered in the records of the Council and may be subject to a transfer fee.

5 MEMORIALS

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

5.1 All works must be carried out by approved contractors (see item 1.7).

5.2 All requests for memorials must be approved in advance by the Burial Authority; and considered to be within the character of the Cemeteries.

5.3 Memorials may only take the form of:

5.3.1 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.

5.3.2 A monument tablet occupying a superficial area not exceeding 46 centimetres by 38 centimetres.

5.3.3 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.

5.3.4 An inscribed vase (not permitted at the Wall of Remembrance) must be non-breakable and sit on the plinth.

5.3.5 A plaque on the Wall of Remembrance.

5.3.6 Planting of a tree, shrub, or rose within the Cemetery grounds or other location (See 5.16)

5.3.7 Kerbstones are **only** permitted in cemeteries 1 and 2.

5.4 All memorials 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.

5.5 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 Burial Authority.

5.6 No work shall commence in the Cemetery until written approval from the Burial Authority has been given, at least forty-eight hours before commencement of any such work.

5.7 No photograph of the deceased, or other image will be permitted.

5.8 No decorative stones or toppings etc. are permitted.

5.9 No solar lights are permitted.

5.10 The contractor must ensure that all headstone memorials shall be erected centrally at the head, fixed upright and level on suitable stone or concrete, and securely fitted.

5 MEMORIALS (CONT.)

5.11 All lettering must be suitable for weathering purposes. The grave number must be engraved by the stone mason in 2.5 centimetres letters at the back of each monument, at a height approximately 15 centimetres above ground level. The stone mason company name may be added beside the grave number as a single line of lettering if wished.

5.12 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.

5.13 The site of the work shall be left in a clean and tidy condition and surplus earth and materials placed in the receptacle provided.

5.14 At the Wall of Remembrance only plaques of the specified size and chosen from the approved range of materials are permitted. To ensure uniformity of material, engraving and mounting, plaques are to be supplied, engraved with text only, and fixed, by the contractor appointed by the Burial Authority.

5.15 Replacement memorials will only be allowed in line with current Regulations.

5.16 Memorial planting request must be made in writing and shall be entirely at the discretion of the Burial Authority. 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. With the approval of the Burial Authority, a small memorial plaque may be placed by the plant.

5.17 All gravestones, monuments, memorials, and grave toppings (permitted only in Cemetery 2), 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.

5.18 The Burial Authority reserves the right to put on any memorial or other, its own mark or reference which shall not be removed by the owner.

5.19 All current fees of the Burial Authority for monumental work must be paid to the Burial Authority 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.

5.20 Where it is intended that a memorial will be erected after the six months settling period, a temporary plaque or cross of an approved design may be placed on the grave until the memorial is ready.

6 FLOWERS AND PLANTING

6.1 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.

6.2 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.

6.3 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.

6.4 Fresh flowers may be put in the communal vases provided at the Wall of Remembrance; no other containers or individually dedicated vases are permitted.

6.5 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's staff for a month, awaiting collection or disposal.

6.6 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.

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

7 CEMETERY REGULATIONS

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

7.2 NOTICE IS HEREBY GIVEN **that no person shall:**

7.2.1 Wilfully create any disturbance in the Cemetery;

7.2.2 Commit any nuisance in the Cemetery;

7.2.3 Wilfully interfere with any burial taking place in the Cemetery;

7.2.4 Wilfully interfere with any grave, tombstone or other memorial, or any flowers or plants on any such matter; or

7.2.5 Play any game or sport in the Cemetery.

7.3 Any person who contravenes these Regulations may be liable to prosecution and any penalties prescribed under the Local Authorities' Cemeteries Order 1977, as amended from time to time.

7.4 Byelaws relating to dogs apply within the cemeteries. Any breach may result in enforcement action and penalties in accordance with those byelaws.

7.5 Dogs **must always be kept on a lead** and under control within the cemeteries.

7.6 Vehicles **will not** be admitted, except on business or special circumstances.

7.7 No cycles shall be ridden in the cemeteries.

8 CEMETERY FEES STRUCTURE

8.1 Residents of the parish of Edenbridge are charged the standard fees as listed in the cemetery fees and charges.

8.2 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 resident status for fee purposes up to three years.

8.3 Requests for a discretionary variation may be made direct to the Burial Authority and can only be considered if submitted in advance of any proposed activity or work; these are considered on an individual basis.

8.4 Fees are reviewed annually and take effect from 1st January each year.

8.5 The Burial Authority has the responsibility for the general maintenance of the Cemeteries, certain specific rights and obligations for the maintenance of graves. A "Maintenance Charge" will be levied for the entire term of the EROB. Only one such charge shall be levied irrespective of the number of interments or burials within the same grave space.

8.6 Cemetery fees are provided on a separate insert, and published each year on the website.

8.7 The fees for interments and re-openings include reinstatement of the grave space six months after the date of burial.

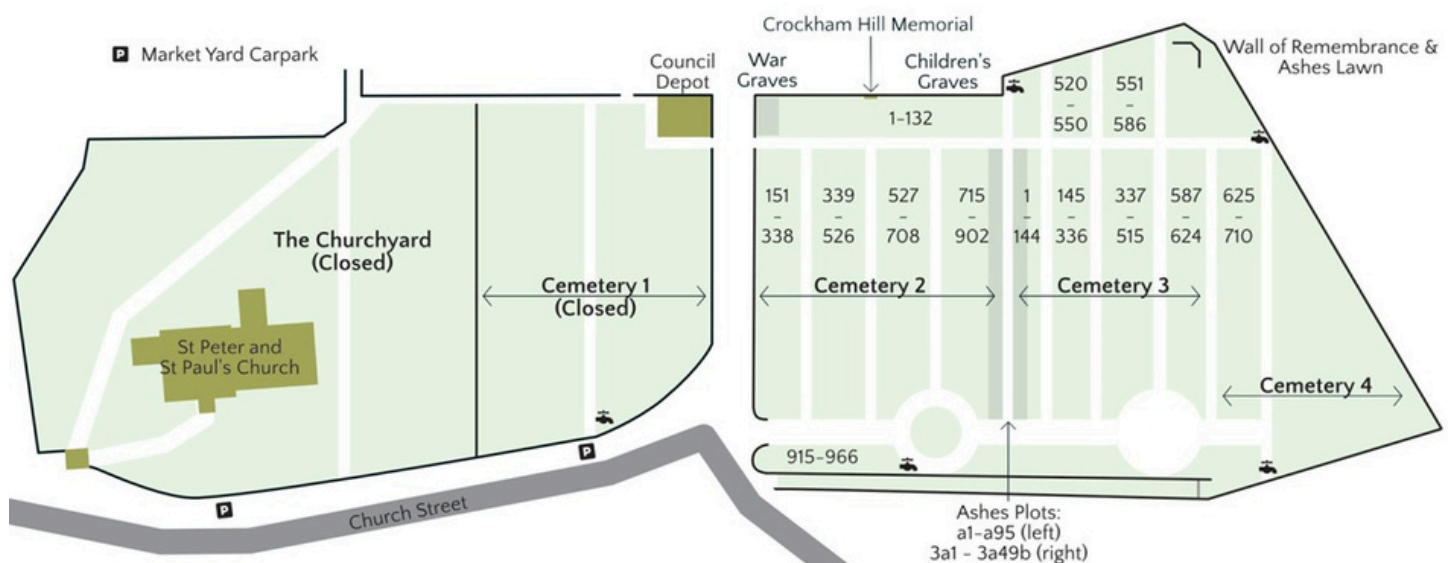
9 REPEAL AND OPERATIVE DATE

9.1 The Rules and Regulations, and the Table of Fees and Payments are approved by Edenbridge Town Council Finance Committee at its meeting each November, and are operative from 1st January each year.

9.2 Payments to Ministers of Religion are not deemed the responsibility of the Burial Authority and any necessary arrangements must be made by the Funeral Director.

9.3 The Rules and Regulations and the Table of Fees etc. are based on the Local Government Act 1972, Schedule 26, and on the Local Authorities' Cemeteries Order 1977.

10 CEMETERY PLAN



For guidance only - grave allocations are determined by the Burial Authority.

GET IN TOUCH

EDENBRIDGE TOWN COUNCIL

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