



# SNODLAND TOWN COUNCIL

## Snodland Cemetery Policy

### Cemetery Rules and Regulations

All Local Authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (as amended) together with any other relevant legislation that governs this service.

If you need help in interpreting the Rules and Regulations, please contact the Cemeteries Office.

The Council reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time, as necessary.

The address to which these Rules and Regulations apply are located at

Cemetery Lodge  
Cemetery Road  
Snodland  
Kent  
ME6 5DN

### General

The hours when the cemetery shall be open and closed shall be such hours as may be imitated by notices displayed at or near the principal entrance. The opening hours are subject to change at any time, at the sole discretion of the Council.

The Council may, by notices posted at or near the place to which it refers, close any part or portion to the public for such time as it may consider necessary.

No persons shall enter or leave the cemetery except by the entrance and exit provided for that purpose.

No person, other than an Authorised Officer, shall enter or wilfully remain within the Cemetery except during the hours in which the same is open to the public as agreed by the Council.

No Dogs, other than assistance dogs are permitted in the Cemetery.

No operations or works of any kind shall be permitted inside the Cemetery grounds without the sanction of the Council.

### Conduct in the Cemetery

All visitors should enter and exit the cemeteries using the main entrances and pedestrian gates only.

The Council reserves the right to refuse access to a cemetery if anyone is intoxicated or showing signs of drug abuse that could lead them to cause a public nuisance or disorder.

No person is to display any printed paper, notice or sign, or canvass, promote or sell their services to visitors in the cemetery without the written authorisation of the Council.

Under Article 18 of the Local Authorities Cemeteries Order 1977, it is an offence for anyone to:

- Wilfully create any disturbance in a cemetery
- Mobility scooter speed restricted to 5 mph and keep to designated walkways.
- Interfere with any burial taking place in a cemetery.
- Interfere with any grave or vault, any tombstone or other memorial, or any flowers. or plants in any such manner
- Play any game or sport in a cemetery.
- Enter or remain in a cemetery when it is closed to the public, unless authorised by the Council to do so.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings, or fences) belonging to another within the cemeteries.

### **Vehicles in the cemetery**

The Council shall not accept any liability for loss or damage to any vehicle parked in the cemetery or the cemetery car parks. All vehicles are parked at the owner's risk.

Parking is available to the right inside the cemetery for disabled drivers, with an enclosed Car Park on Cemetery Road provided for other drivers. All vehicles should be neatly parked to allow access for funeral or other vehicles.

Parking in the cemetery is by permit only.

No vehicle shall be parked in such a way that if it causes an obstruction to vehicles and visitors accessing the cemetery.

Visitors are not permitted to drive on the footpaths, grass or over any planted areas or remove any barriers under any circumstances. Such action will be deemed a nuisance and will be dealt with under the powers of the Local Authorities Cemeteries Order Articles 18 and 19

### **Prevention of Nuisance**

Within the Cemetery, no person shall:

- Use profane or offensive language, or behave in an offensive, disorderly, or insulting manner.
- Wilfully or carelessly obstruct, disturb, or interrupt any officer or employee of the Council in the exercise of his / her duties or in the execution of any work associated therewithin.
- Wilfully or improperly interfere with any other person using the facilities provided by the Council or behave in such a manner as to endanger their own safety or that of other persons.
- Disobey any proper instructions given by any Authorised Officer to ensure the safety and comfort of all persons using the Cemetery.
- Bring any object or objects that may be considered by an Authorised Officer to be dangerous. Climb upon any tree, shrub, wall, fence or railing, or upon an monument, statute, building or other structure.

### **Disputes**

Should any dispute arise as to the interpretation of these Rules and Regulations, the Council reserves the right to re-consider its position but the decision of the Council shall be final.

This Cemetery Policy will be reviewed at least annually and revised as necessary.



**Signed:**

**Name:** Karen Sowten

**Dated:** 26/10/2023

**Position:** Chief Executive Officer

### **Contact Us**

Snodland Town Council, Council Offices, Waghorn Road, Snodland, Kent ME6 5BQ

Phone: 01634 240228

Email: [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk)

Office Opening Times: Monday – Friday 10.30 – 16:00 (Closed 12:30 – 13:30 for Lunch)

Closed: Saturday and Sunday

## **SNODLAND CEMETERY GUIDELINES**

### **INTRODUCTION**

We are very proud of the grounds at Snodland Cemetery and work very hard to maintain the grounds to an excellent standard. The Cemetery is a place for peace and reflection. Accordingly, we ask all users of the Cemetery to respect the needs of others and to follow these guidelines.

### **PLEASE HELP US MAINTAIN THE BEAUTY OF THE CEMETERY**

- When placing flowers within a grave space, please remove any wrappings and dispose of them in the bins provided. Please be aware that local wildlife like to eat flowers so if they have been removed or disturbed it will probably be for this reason.
- Please do not attach ornaments to the trees or plants in the grounds, as this can cause damage. Any ornaments that are in your grave space are left at your own risk and Snodland Town Council accepts no responsibility for loss or damage. Please refer to the rules and regulations below for each area in the cemetery.
- Glass can be a hazard to staff, visitors and wildlife so please do not leave any glass items within the grounds. Any glass will be removed from the and stored safely for 3 months. After 3 months they will be disposed of.
- Children are welcome to visit the Cemetery, however, we ask that they are always accompanied and please be mindful of others who may be visiting their loved ones.

### **CEMETERY PROVISION**

The provision of the cemetery is the responsibility of the Town Council. All fees will be increased by two and half times for non-residents of Snodland.

This difference reflects the contribution that parish residents make to the continuous running costs of the cemetery through the Parish Council precept.

Preparation and placement fees for the cemetery include many separate services provided by the cemetery. Typically, the fee includes, but is not limited to:

- Administration and permanent record keeping (determining ownership, obtaining permission and the completion of other documentation which may be required, entering the interment particulars in the interment register, maintaining all legal files).
- Preparing the interment location to receive the deceased, placement and closing the grave (locating the grave and delineating the boundaries, excavating and filling the interment space, use of equipment).
- Placement and removal of artificial grass dressing and/or matting at the grave site, levelling, tamping, topping up the soil on the grave site, laying of turf or seeding.
- Perpetual maintenance of the site, including levelling and topping up the soil on the grave if the earth settles, grass cutting, maintenance and planting of the borders.

### **PURCHASING A BURIAL PLOT**

There are three types of graves:

- Lawn Section – this grave has a headstone only.
- General Section – this grave has a headstone and boarder stone surround.
- Cremated Remains Section – this is for burial of cremated remains within the Cemetery in the Kerbstone area.

### **EXCLUSIVE RIGHTS OF BURIAL AND TRANSFER**

When a plot is purchased, what has been paid for is the Grant of Exclusive Rights of Burial or Deed. To be clear, the plot is not owned, only the rights to bury in the plot. This means the owner can be buried in the plot or give permission for any other burials within the plot. Plots can have a maximum of two full burials down to 6ft. and once the plot is full, or no further burials are required, up to eight sets of cremated remains may be buried. No further burials of coffins can take place once cremated remains have been buried.

The right is granted for 90 years, and during that period, the registered owner will have the exclusive right to request the Council to open the grave for the purpose of either a full coffin burial or a cremated remains burial.

The only exception is when the registered owner dies. The registered owner has the right to be buried in the grave. It should be noted that if the registered owner is buried in the plot, no further burials can take place

and no changes can be made to the headstone until the exclusive rights are transferred to the Executors or the appropriate person. Please check with the Town Council regarding eligibility and costs.

Where ownership of the exclusive right is registered in more than one name, then ALL registered owners must sign and request to open the grave. In this event the remaining owners retain the exclusive rights until they have all passed away.

Living owners can also add additional names or transfer the Exclusive Rights. Please check with the Town Council regarding eligibility and costs.

When the period of ownership runs out, the right will expire. At this time, the current owner will be contacted and invited to renew ownership. However, if they do not renew, this does not mean the bodies buried in the grave will be disturbed. The law does not permit the disturbance of human remains in a grave. It does however mean that no further burials can take place, nor any headstones added or altered.

### **MEMORIAL PERMIT APPLICATION**

Any memorial mason selected to undertake works at Snodland Cemetery on behalf of the Exclusive right of Burial Owner, must be registered to NAMM (National Association of Memorial Masons – [www.namm.org.uk](http://www.namm.org.uk)) & BRAMM (British Register of Accredited Memorial Masons – [www.bramm-uk.org](http://www.bramm-uk.org)).

The owner of the grave should be the applicant and should deal directly with the chosen mason. If the owner is deceased, please see transfer information above.

Permission to erect any memorial must be granted by Snodland Town Council. Applications for a memorial permit should be submitted to the Council by the chosen memorial mason.

### **MEMORIAL SAFETY CHECKS**

Safety checks must be undertaken on the headstones in the Cemetery. It is the grave owner's responsibility to ensure the headstone is safe. If Snodland Council find it not to be, they will write to the owner to ask for arrangements to be made for repairs to be undertaken. Snodland Council will also lay down any headstone which is deemed unsafe.

### **MEMORIAL BENCH APPLICATIONS**

Bench applications will be assessed individually.

Benches will be placed in areas designated by the Town Council to prevent overcrowding in one area.

All future benches will be to the specification advised by the Town Council

Bench applications can only be made by the owners of an Exclusive Right of Burial in the Cemetery.

### **RULES AND REGULATIONS RELATING TO THE LAWN SECTION**

1. The grave will be centred with an area measuring 7ft x 3 ft. At the head of the grave space and separate to it there will be a headstone border measuring 3ft wide.
2. Permanent memorials must be constructed of stone. Temporary wooden markers are permitted for up to 12 months.
3. Permission to erect any memorial must be granted by Snodland Town Council. Applications for a memorial permit should be submitted to the Council by the owners chosen memorial mason.
4. Headstones must not exceed 4ft high (including base) by 3ft wide by 4ins deep (front to back). The base must not exceed 3ft wide 6 ins deep (front to back) and must be fixed to a landing (base stone) of the same size. They should be fixed in the centre of the headstone border.
5. No items should be left on any grassed area in front of or behind the headstone. No glass items are permitted for Health & Safety reasons. No planting is permitted in the grave area.
6. The Exclusive Rights of Burial Owner is responsible for the maintenance and safety of any memorial. Should the owner of the grave pass away, a Transfer of Exclusive rights needs to take place before any other individual can be interred in the grave, or any additional headstone works can be undertaken.

### **RULES AND REGULATIONS RELATING TO THE MAIN SECTION**

1. The grave will be of an area measuring 7ft x 3ft.
2. Permanent memorials must be constructed of stone. Temporary wooden markers are permitted for up to 12 months.
3. Permission to erect any memorial must be granted by Snodland Town Council. Applications for a memorial permit should be submitted to the Council by the owners chosen memorial mason.

4. Border stones (stone surround) must not exceed 7ft x 3ft and should be fixed to a landing (base stone) of the same size. In the case of two spaces side by side there may be a border stone around both, which must not exceed 7ft. Headstones must not exceed 5ft high (including the base) x 3ft wide x 4ins deep (front to back). The base must not exceed 3ft (single)7ft (side by side) wide with a base of sufficient depth (front to back) to support the upright section and must be fixed to a landing (base stone) of the same size. They should be fixed within the grave space.
5. No glass items are permitted for Health & Safety reasons.
6. The planting of annuals, seasonal bulbs or, shrubs to the height of 12in is permitted within the grave space but must not be allowed to encroach on any neighbouring grave space to the side or behind the space in question.
7. All ornaments are left at the memorial owner's risk.
8. The Exclusive Rights of Burial Owner is responsible for the maintenance and safety of any memorial. Should the owner of the grave pass away a Transfer of Exclusive Rights needs to take place before any other individual can be interred in the grave, or any additional headstone works can be undertaken.

**RULES AND REGULATIONS RELATING TO THE CREMATED REMAINS SECTION:**

1. The burial area will measure 2ft x 18ins.
2. Permanent Kerbstones are already sited.
3. No items should be left on any grassed/flower bed area in front or behind the Kerbstone. No glass items are permitted for Health & Safety reasons. No planting is permitted in the area surrounding the Kerbstone.
4. No other memorials should be placed in the Kerbstone area,
5. The Exclusive Rights of Burial Owner is responsible for the maintenance and safety of any memorial. Should the owner of the Kerbstone pass away, a Transfer of Exclusive Rights needs to take place before any other ashes can be interred in the grave, or any additional memorial works can be undertaken.
6. Only two burials of cremated remains are allowed behind each Kerbstone.
7. Rose bushes are purchased for a period of 10 years and can be renewed. Cremated remains are scattered or buried in the area surrounding the roses.

**RULES AND REGULATIONS RELATING TO THE BABY/YOUNG CHILD SECTION**

1. The grave will measure 4ft x 2ft.
2. Permanent memorials must be constructed of stone. Temporary wooden markers are permitted for up to 12 months.
3. Permission to erect any memorial must be granted by Snodland Town Council. Applications for a memorial permit should be submitted to the Council by the owners chosen memorial mason.
4. Border stones (stone surround) must not exceed 4ft x 2ft and should be fixed to a landing (base stone) of the same size. Headstones must not exceed 2ft 6ins high (including the base) x 2ft wide x 2ins deep (front to back). The base must not exceed 2ft wide x 10ins deep (front to back) fixed to a landing (base stone) of the same size. They should be fixed within the grave space.
5. All ornaments are left at the memorial owner's risk.
6. No glass items are permitted for Health & Safety reasons.
7. The Memorial owner is responsible for the maintenance and safety of any memorial.