

SNODLAND CEMETERY POLICY GUIDANCE

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.

CEMETERY LOCATION AND OPENING HOURS

Snodland Cemetery, Cemetery Road, Snodland, ME65BF

The Cemetery is open for Pedestrian Access from:

8 am – 4pm – 1 October – 31 March

8 am – 8 pm – 1 April – 30 September

No Vehicles Allowed

Access for disabled drivers only allowed in the cemetery and to park in the designated area – all other vehicles to be parked in car park adjacent to the cemetery.

Mobility scooters, wheelchairs and walking frames have been provided by Snodland Town Council to assist visitors if required.

Dogs are not allowed in the cemetery, except guide/assistance dogs.

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.

The Local Authorities Cemeteries Order 1977 provides that no person shall:

- Wilfully create any disturbance in a cemetery;
- Commit any nuisance in a cemetery;
- Wilfully interfere with any burial taking place in a cemetery;
- Wilfully interfere with any grave or vault, tombstone or other memorial, or any flowers or plants, or any such matter;
- Play any game or sport in a cemetery

No person not being an officer or servant of the burial authority, or another person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

Any person found contravening these provisions will be prosecuted.

GENERAL

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) & BRAMM (British Register of Accredited Memorial Masons – 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.

Contact us:

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Office opening times: Monday – Friday 10.30 am – 12.30 pm 1.30 pm – 4 pm

Saturday and Sunday: Closed