

# **Pembury Parish Council**

## **Burial Ground Regulations**

## **1 Introduction**

- 1.1. These regulations apply to all burial grounds owned and/or managed by Pembury Parish Council. The sites include: Pembury Burial Ground, Hastings Road, Pembury, Lower Green Burial Ground (closed to interments), St. Peter's (Old Church) Burial Ground (closed to interments).

Please note that Section 6 in Pembury Burial Ground, Hastings Road, Pembury is **NOT CONSECRATED** land.

## **2 Contact Details**

The Parish Clerk, Parish Council Office, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ. Tel: 01892 823193. Email: [clerk@pemburypc.kentparishes.gov.uk](mailto:clerk@pemburypc.kentparishes.gov.uk)

The offices are open from 09:00 to 15:30. Mondays, Tuesdays, Wednesdays and Fridays, (excluding Bank Holidays and any other Public Holidays), Thursday 09:00 to 13:00.

- 2.1 These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

## **3 Admission to the Burial Grounds**

- 3.1 Burial Grounds are places of peace and quiet reflection. They are also workplaces. Visitors to the sites are welcome, but please respect the special nature of the sites, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades, or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds. Dogs must be on a lead at all times and under full control.

## **4 General Regulations**

- 4.1 No person shall canvas or solicit business in the burial grounds.
- 4.2 All fees for interments or memorial works should be paid in full to Pembury Parish Council in advance.
- 4.3 Pembury Parish Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.
- 4.4 A grave can be a single or double depth but this must be specified at the time of booking.

## **5 Graves**

- 5.1 The selection of grave spaces shall be allocated in line at the final discretion of Pembury Parish Council.
- 5.2 Every interment shall take place in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3 The Exclusive Right of Burial for a grave can be purchased by a maximum of two people for a period of 75 years. No refunds will be given if the grave is not used
- 5.4 After the original purchaser of The Grant of Exclusive Right of Burial has passed away, the Grant must be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977 if there are to be any more interments in that Grave or a headstone to be erected or an additional inscription to be added to an existing headstone.

- 5.5 Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6 The types of graves available are Traditional Graves and Cremated Remains Graves. Traditional Graves can accommodate full memorials including kerbsets and can be planted over the length of the grave. Cremated Remains Graves are for the burial of cremated remains only.
- 5.7 All burial plots will be excavated and prepared for interment by a grave-digger appointed by Pembury Parish Council. All cremation plots will be excavated and prepared for interment by Pembury Parish Council staff. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Parish Clerk. The depth of each grave will be determined by Pembury Parish Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8 Following the interment, the grave will be re-turfed or top soil used as appropriate. If a nearby grave has subsided, the grave-digger may fill in/cover with fresh top soil.
- 5.9 Ashes are not to be scattered in the Burial Ground.

## **6 Coffins**

- 6.1 Coffins and urns for burial must be made from suitable biodegradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

## **7 Booking of Interments**

- 7.1 A provisional booking for a funeral may be made by telephone to Pembury Parish Council Offices by a funeral director. If an interment of ashes is being arranged privately, individuals may contact the office.
- 7.2 The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Pembury Parish Council), the Green or White Registrar of Births, Deaths and Marriages certificate or an order of the Coroner and the appropriate fee to Pembury Parish Council Offices at least 3 working days in advance of the intended date and time of the funeral. Receipt of the above will act as confirmation of the booking.
- 7.3 The **exact size** of a coffin lid or ashes container must be given in writing to Pembury Parish Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape.
- 7.4 As much information relating to the funeral as possible must be given to Pembury Parish Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 7.5 If the grave is already purchased and is to be re-opened for a further interment, proof of ownership must be shown.
- 7.6 It is the responsibility of the funeral director or person making the funeral arrangements to ensure that any memorial on the grave is removed by a BRAMM accredited stonemason at least 3 working days prior to the date and time of the funeral.

## **8. Interments**

- 8.1 Interments will only be permitted Monday to Thursday 09.30 – 15.00, Friday 09.30 – 14.00 (excluding Bank or other Public Holidays).
- 8.2 The time appointed for an interment must be punctually observed. Pembury Parish Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.

- 8.3 It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.4 Any floral tributes from the funeral will be placed on top of the grave following backfilling and cleared by Council staff when finished blooming.
- 8.5 Pembury Parish Council Staff do not handle ashes. The placing of the ashes in the plot is the responsibility of the funeral director or person making the funeral arrangements.

## **9 Memorials**

- 9.1 Only those memorial mason businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in Pembury burial grounds. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 9.2 Memorials will only be permitted on purchased graves.
- 9.3 Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined other than the planting of suitable plants or the installation of proper kerbsets by a BRAMM accredited memorial mason. Before any memorial may be erected or works undertaken to an existing memorial, an application and fee must be submitted to the Parish Clerk on the appropriate New Memorial application form supplied by Pembury Parish Council. Details of material, wording and sizing must be given to the Parish Council together with the New Memorial application form. The **grave owner** must sign the form to give their permission for the proposed memorial/works. On approval by Pembury Parish Council a permit will be issued to the responsible Memorial Mason.
- 9.4 Memorials must be constructed of materials suitable to the environment and period of grave lease. Pembury Parish Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.5 The maximum height of cremated remains memorial is 30 inches; the maximum width is 24 inches and the maximum length is 24 inches. The memorial must be a maximum of 3" thick. On traditional graves Pembury Parish Council will consider applications for larger memorials, maximum height 4ft, maximum width 3ft and maximum length 6ft 6 inches subject to Pembury Parish Council being satisfied that the installation is compliant with current recognised industry standards. Pembury Parish Council will also consider the installation of kerbsets, if they are constructed to current recognised industry standards.
  - 9.5.1 The memorial mason must inscribe the number of the grave space only on the reverse of the stone in the bottom right hand corner in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. On kerbstones the grave number must be inscribed on the right-hand side of the foot kerb.
- 9.6 Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.
- 9.7 Additional inscriptions to an existing memorial are allowed following submission of the 'Memorial Change' application giving details, together with the appropriate fee. On approval the Parish Council will confirm permission in writing.
- 9.8 Full size memorials to be erected only after 6 months have elapsed.
- 9.9 Headstones for cremated remains plots to be erected after 3 months have elapsed.

**10 Care of Graves and Memorials**

- 10.1 All memorials are erected at the sole responsibility of the owner and Pembury Parish Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. Pembury Parish Council reserves the right to repair or make safe any memorial, which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. Pembury Parish Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. Pembury Parish Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, Pembury Parish Council may repair or remove the memorial at the owner's expense.
- 10.2 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.3 Any items left on graves are at the owners' risk and Pembury Parish Council cannot be held responsible for any damage to them howsoever caused. Pembury Parish Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with Pembury Parish Council's maintenance of the site.
- 10.4 No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs will be permitted. Pembury Parish Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with Pembury Parish Council's maintenance work.

**11. Fees**

- 11.1 Pembury Parish Council will publish a scale of fees and charges annually. Please check with the Parish Council Office regarding these or refer to the website – [www.pemburypc.kentparishes.gov.uk](http://www.pemburypc.kentparishes.gov.uk). The fees apply to a person who was a parishioner of Pembury at the time of death. All fees (except gravedigging) will be doubled if the deceased was not resident at the time of death but had lived in Pembury for a period of 12 months or more at any time or will be trebled if the deceased had never lived in Pembury.
- If the deceased had moved to Pembury to live in a Care Home but had never lived in Pembury before, this counts as a non-resident and the fees will be trebled.