



# EAST GRINSTEAD TOWN COUNCIL

Cemetery Fees & Charges 1<sup>st</sup> April 2019

<b>Exclusive Rights of Burial</b> (50 Year Lease from date of purchase)	Parishioner	Non-Parishioner
Exclusive Right of Burial in Earthen Graves (Adult)	£610	£1,830*
Exclusive Right of Burial in Earthen Graves (Child – under 18 years)	£200	£600*
*The Cemetery Officer has some discretion to waive the treble rate where the deceased was a long term resident but had been living outside the parish for up to a maximum of 3 years prior to the date of death (proof required)		
Charge for pre-purchase of Exclusive Right of burial <b>for Parishioners only.</b>	£1,220	

<b>INTERMENT IN A PURCHASED GRAVE</b>	Parishioner	Non-Parishioner
NVF, Stillborn or under one month from birth	No Charge	No Charge
A child aged one month from birth to 12 years old	£150	£450
A person exceeding 12 years old:-		
Depth of Grave – 5ft (single)	£440	£1,320
Depth of Grave – 7ft (Double)	£540	£1,620
Depth of Grave – 8ft (Treble)	£610	£1,830
Interment of ashes in a grave	£130	£390
Scattering of ashes on a grave	£45	£135

<b>MEMORIAL APPLICATIONS</b> (All the fees below include initial inscription)	
Headstone or cross not exceeding 2ft in height	£185
Headstone or cross not exceeding 4ft in height	£210
A plaque in single name only on the memorial wall sourced from an approved Town Council Memorial Mason. (Price includes plaque purchase and installation)	£300
Permit fee for a tablet on a grave	£55
Application for each additional inscriptions on a headstone or tablet	£55
Marble vase on a grave or GOR plot (there will be no extra for a memorial vase incorporated in the headstone as an integral design feature)	£45
<b>The Grave space number <u>must</u> be on the back of the Head Stone or Cross - no smaller than 1/2" lettering. The Council reserves the right to remove, at the stonemason's expense, any newly erected memorial not so inscribed.</b>	

<b>ASHES INTERMENT IN THE GARDEN OF REMEMBRANCE (GOR)</b>	Parishioner	Non-Parishioner
Exclusive Rights of Burial (space for two sets of ashes)	£190	£570
Interment of ashes in a Garden Of Remembrance plot	£110.00	£330
The permit fee for a GOR tablet is included in the interment fee	-	-
All Ashes, Urns and Caskets interred must be marked by a Stone Tablet, size 16" x 16" x 2". The Plot Number <u>must</u> be placed central at the top of the face of the tablet above any inscription and to be in 1 1/8" lettering. Any other wording thereon is to be approved by the Cemetery Officer beforehand. If it is intended that the plot be used for more than a single interment then sufficient space should be left on the tablet to accommodate any future additional inscription(s).		

<b>SUNDRY CHARGES</b>	
Transfer of deeds for the Exclusive Rights of Burial	£65
Issue of a replacement Deed	£115
Family History and Research: Research time will be charged in half-hourly units with a minimum charge period of 30 minutes.	£20
Donation of an approved bench to be placed in the cemetery (to include installation & plaque)	£800



# EAST GRINSTEAD TOWN COUNCIL

## Mount Noddy Cemetery Rules & Regulations

### **OPENING TIMES**

From 8.30 a.m. to 8.00 p.m. or sunset whichever is the earlier.

### **ACCESS**

The main gate is open during opening hours. There are three other gates in the fence which borders the public footpath, which leads from the Mount Noddy Recreation Area to Blackwell Farm Road and pedestrian access is normally restricted to the centre gate. Vehicular access is for visitors to the Cemetery only. Vehicular access to Section 5C is via the upper or lower gates which are normally kept locked and will be opened on request. Drivers should use the tarmac roads and not park on the grass verges. It may be necessary, at times, to ask drivers to move their vehicles if they are restricting the access of a funeral cortège.

### **RUBBISH**

Litter bins are situated around the Cemetery – please use these to dispose of all rubbish, wreaths and floral tributes that you no longer wish to keep on display. This is not a responsibility undertaken by Town Council staff.

### **GRAVE MAINTAINANCE**

All purchased grave spaces must be maintained to an acceptable standard **by the grave owner**. The Council reserves the right to take over the maintenance without notice to the grave owner, of any grave space that has not been suitably maintained by the owner. Grass cutting is carried out by Council Staff which is usually undertaken between March and October; however, spells of heavy rain can delay grass cutting and increase growth rates, often at the times, such as early summer, when the growth is at its fastest. Grass cutting is restricted in some areas where unauthorised items, including kerbs and fences, have been placed on or around graves. Where there are such items, we will avoid strimming close to them, because of the risk of damage to equipment and exposure to glass or plastic fragments as further noted below. Council staff make every attempt to use the strimmer in such a manner as to reduce the amount of grass clippings which may be left on headstones however this is ultimately unavoidable.

### **MEMORIALS AND THE PLANTING OF GRAVES**

Only headstones and NOT kerbs are permitted as memorials. The headstone may incorporate a vase or urn and vases or urns may also be placed on the grave space. **Planting in the ground is not permitted.** Trees and shrubs are placed throughout the Cemetery for overall beauty and serenity of the grounds. Individual graves are not permitted to have trees or shrubs. Any such tree or shrub not approved by the Cemetery may be removed without notice to the plot owner. **Under no circumstances, should glass containers, chippings and edging/fencing be used** - glass is a major hazard to people, animals and machinery. These restrictions facilitate burial procedures & maintenance and are Council policy. The Town Council reserves the right to remove all instances of unauthorised planting, kerbstones or other unauthorised fixtures without further reference to the owner of the grave. We reserve the right to place a soil platform on a grave next to those which are being opened, without any notice. The soil platform will be removed immediately after the interment and the grave will be left as it previously was unless the previous state breaches cemetery regulations. Newly dug graves will be filled in and re-turfed when they have settled which is usually after a period of six to nine months after the date of burial. It is advisable that no memorial be placed on a new grave until it has settled. Where subsequent subsidence occurs, in the interests of Health & Safety, cemetery staff may re-level graves. Wind chimes are NOT permitted in the cemetery.

### **WATERING**

Watering cans are provided for your use and can be found at the taps. Please return cans to the taps as soon as you have finished watering. Please ensure that cans are left empty, particularly in very cold weather when they can freeze and split. Please also note that at times water supplies may be turned off to avoid freezing. When watering, visitors are asked not to use pesticides or insecticides in the water.

### **GENERAL**

Families with children and dogs are most welcome to visit the Cemetery. It is, however, important that children are kept under supervision as some of the memorials may be loose and could be dangerous.

All Plot / Deed owners are required to notify the Cemetery of any change of address. All notices that East Grinstead Town Council are required to send shall be sent to the last recorded address and such notices shall be deemed adequate.

Dogs must be kept on a lead at all times and owners are required to clear up any of their dog's mess and place it in the dog litter container provided.

**All enquiries, in the first instance, should be made to the Town Council offices at East Court, College Lane, East Grinstead, West Sussex, RH19 3LT.**

### **Rights of Ownership**

A transferred Rights of Ownership to a grave is only valid if it has been registered and agreed by the Cemetery Manager. It is advisable that once the grave owner has been interred within the grave or plot, arrangements be made for the transfer of ownership. No further burials, interments of cremated remains, additional inscriptions on memorials or installation of new memorials will be permitted until entitled ownership has been established. In cases where the original purchaser is deceased, the new owner must demonstrate ownership of the grave by producing (a) A valid will, (b) Grant of Probate, (c) Letters of Administration or (d) if the others are missing, a completed Statutory Declaration witnessed by a commissioner of oaths e.g. Solicitor. A fee is charged for accepting this documentation which must be paid at the time the form is presented to the Cemetery Manager. Any such forms will be retained at the council office as a permanent record of the instruction received.

### **Ministers and Clergymen**

Burials may take place with or without a religious service. It is the responsibility of the party ordering the grave or plot to be opened to arrange for a minister or other person authorised to officiate at the burial.

### **Number of Burials in a Grave**

A grave space subject to the Exclusive Right of Burial may normally be expected to allow one, two or three interments (sometimes more if this includes interment of ashes). However, soil or ground conditions may occasionally dictate otherwise, in which case a lesser number of interments will be authorised. The Council will not accept liability or responsibility in any way should the number of interments authorised for a grave space be less than the number proposed or intended by the owner.

### **Disturbance of Remains**

When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove from there any soil.

### **Unruly Behaviour**

No person shall in the Cemetery by any violent or indecent behaviour prevent, interrupt or delay the decent and solemn interment of any body. No person shall play at any game or sport or discharge any fire-arms, save at a military funeral, or create or commit a nuisance within the Cemetery. All persons visiting the Cemetery shall conduct themselves in a quiet, orderly and decorous manner. Any person, who wilfully damages, defaces or destroys any property or causes any nuisance within the Cemetery will be liable to prosecution.

### **Offences**

Attention is drawn to The Local Authorities' Cemeteries Order 1977 and any amendments thereto. This Order provides that no person shall:

- i. Wilfully create any disturbance in a cemetery;
- ii. Commit any nuisance in a cemetery;
- iii. Wilfully interfere with any burial taking place in a cemetery;
- iv. Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter;
- v. Play at any game or sport in a cemetery.

### **Exclusion of Persons from the Cemetery**

All persons visiting the Cemetery must conform in all respects with these Rules and Regulations. The Cemetery Manager may at his discretion exclude from the Cemetery any member of the public or any person who infringes these Rules and Regulations in any way.

### **Control of Vehicles**

Subject to the provisions below, no vehicle of any nature must be driven at a speed greater than four miles an hour within the Cemetery. No vehicle is permitted to park or drive on any grassed areas within the Cemetery. The Cemetery Manager has the authority to prevent cars from entering the Cemetery during maintenance works.

### **Power to make alterations to the regulations**

The Council reserves to itself the right from time to time to make alterations or additions to the specified rules, regulations, charges and fees.

### **Extent of regulations**

Various fees are chargeable in addition to those mentioned in these regulations. For particulars thereof reference should be made to The Council's Table of Fees. The Regulations of Her Majesty's Secretary of State, under the Burial Acts, are applicable to the Cemetery and must be considered as incorporated herewith. If there is any inconsistency between the Regulations of Her Majesty's Secretary of State (in particular the Local Authorities' Cemeteries Order 1977) and these Cemetery Rules and Regulations the effect of the former shall always take precedence in so far as any mandatory requirements are concerned.

# **Memorials**

## **Approval of Memorials**

No memorial shall be erected or placed on any grave within the Cemetery or any inscription or subsequent or additional inscription made without the Council's written approval. All applications must be made to the Council on the appropriate memorial application form. This must indicate to the Council the exact dimensions of the memorial and the proposed inscription. Any subsequent inscription(s) must also be submitted for approval to the Council. All memorial applications will incur a memorial fee payable to the Council. Forms of application for approval of all memorial work may be obtained from the Cemetery Manager and must include the name and address of the person for whom the work is to be undertaken. After approval, a permit will be issued by the Cemetery Manager and no memorial or inscription will be allowed to be erected or placed within the Cemetery until a permit has been issued in respect thereof. Any memorial erected or any work executed without such permission or which does not comply fully with the terms of the permit may be removed by the Council at its discretion at the expense of the owner. The charge for interment in a public grave does not include any right or privilege other than a right of burial in a grave selected by the Cemetery Manager. No memorial of any kind will be allowed upon a public grave, and nothing shall be placed upon such a grave without the consent of the Cemetery Manager. All memorial objects will be subject to the approval of the Cemetery Manager and particulars of any proposed memorial must be furnished to him/her. The particulars must give:

- a) A plan of the memorial containing all dimensions;
- b) The inscription to be inscribed on the material;
- c) The number as indicated in the plan of the Cemetery of the private grave on which the memorial is to be placed;
- d) The materials to be used in the execution of the work.

No memorial shall be altered or interfered with after being erected in the Cemetery according to the design submitted to and approved by the Cemetery Manager, nor shall any additional inscription be cut thereon without the permit of the Cemetery Manager first being obtained.

All stone memorials **must** be properly secured.

## **Grave Number on Memorials**

It is a condition that any new memorial to be erected in the Cemetery must have the grave number (and section) clearly and conspicuously engraved upon the base. The Council reserves the right to remove, at the stonemason's expense, any newly erected memorial not so inscribed. For memorial tablets the Plot Number **must** be placed central at the top of the face of the tablet above any inscription and to be in 1<sup>1</sup>/<sub>8</sub>" lettering.

## **Memorials at Owner's Risk**

All memorials of whatever description admitted into the Cemetery or permitted to be erected and remain in the Cemetery can be removed and replaced at the sole risk of the owner, and the Council shall not be held responsible for any damage which may at any time occur or result from the same. Owners are encouraged to take out individual insurance of headstones.

## **Upkeep of Graves and Monuments**

All private graves and memorials shall be kept in good repair by the owner. The Council shall have the power to remove any material, inscription or enclosure which they may deem objectionable and against the rules and regulations or which may have fallen into disrepair or decay. The Council will not be responsible for any damage caused in the Cemetery by vandalism, gales, ordinary wear and tear, or any other circumstances beyond their control.

The Council reserves the right to immediately remove any item from the Cemetery which is deemed to be offensive, unseemly or dangerous.

Where records are available and considered to be in date, letters will be sent to all memorial owners in the area to be addressed, clearly stating that any items infringing Rules & Regulations need to be removed within the 6 week notice period. Information included will be identical to that on the public notices.

## **Principles behind Cemetery Regulations**

The underlying principles behind the Enforcement Framework are:

1. To ensure equal treatment for all;
2. To ensure it is clear to everyone what will happen if Regulations are infringed;
3. To ensure a safe and dignified environment for all visitors.

**The Council recognises the importance of memorials to families after bereavement and therefore any action to enforce regulations will be undertaken in a sensitive and measured way.**