



EAST GRINSTEAD TOWN COUNCIL

Cemetery Fees & Charges 2022 / 2023

Exclusive Rights of Burial (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*

INTERMENT IN A PURCHASED GRAVE	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
	Depth of Grave – 7ft (Double)	£540
	Depth of Grave – 8ft (Treble)	£610
Scattering of ashes on a grave	£45	£135
Interment of ashes in a grave	£130	£390

*The Cemetery Office 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).

ASHES INTERMENT IN THE GARDEN OF REMEMBRANCE (GOR)	Parishioner	Non-Parishioner
Exclusive Rights of Burial (each plot may accommodate two sets of ashes)	£190	£570
Interment of ashes in a Garden Of Remembrance plot	£110.00	£330
The permit fee for the initial GOR tablet is included in the interment fee	-	-

All Ashes, Urns and Caskets interred into a dedicated cremated remains (GOR) plot must be marked by a stone tablet sized 16" x 16" x 2". The Plot Number must be placed at the top of the face of the tablet above any inscription and to be in a minimum of 1" lettering. 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). **Any new or additional design / wording thereon MUST be submitted to the Cemetery Office by way of a permit application signed by the deed holder sent from the Stone Mason for approval by the Cemetery Office before work on the memorial is commenced.**

MEMORIAL APPLICATIONS (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 on the memorial wall arranged by the Town Council via a specific Memorial Mason. (Price includes plaque purchase and installation)	£335
Permit fee for a memorial tablet on an earthen grave	£55
Application for each additional inscriptions on a headstone or memorial tablet	£55
Marble vase on an earthen grave or GOR plot (there will be no extra fee for a memorial vase incorporated in the headstone as an integral design feature)	£45

The Grave space number must be on the back of the Head Stone or Cross - no smaller than 1/2" lettering. The Council reserves the right to request removal and remedy, at the stonemason's expense, any newly erected memorial not so inscribed. Any new or additional design / wording thereon MUST be submitted to the Cemetery Office by way of a permit application sent from the Stone Mason for approval by the Cemetery Office before work on the memorial is commenced.

SUNDRY CHARGES	
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.	£25
Donation of an approved bench to be placed in the cemetery (to include installation & plaque)	£870
** A transfer of deed holder name from an East Grinstead parishioner to a non-parishioner will not be permitted within 5 years of purchase unless it is made due to the deed holders death.	



EAST GRINSTEAD TOWN COUNCIL

Mount Noddy Cemetery Rules & Regulations

OPENING TIMES

From 8:30am to 8:00pm 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 must 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 or other attendees.

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 ornaments, 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 – No permission for placing a memorial will be granted without the intended wording being included in the permit application which must be signed by the deed holder and submitted to the Council by your chosen Stone Mason. **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, windchimes, chippings and edging/fencing be used.** Such items can cause a major hazard to people, animals and machinery - any ornaments left on any grave or ashes plot should be kept to a minimum and are left at the grave owner's risk. We are a WORKING cemetery, and these restrictions facilitate burial procedures & maintenance and are Council policy. The Town Council reserves the right to remove any/all instances of unauthorised planting, kerbstones or fixture 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 whenever possible, re-turfed after they have settled following a burial. It is advisable that no memorial be placed on a grave until it has settled. Where subsequent subsidence occurs (which can happen quite rapidly following a substantial rainfall) in the interests of Health & Safety, cemetery staff may re-level graves.

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 ensuring they are left empty, particularly in very cold weather when they can freeze and split. 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. **WATER FROM THE CEMETERY TAPS IS NOT MEANT FOR HUMAN CONSUMPTION.**

GENERAL

Families with children and dogs are most welcome to visit the Cemetery. It is, however, important that both are kept under supervision due to risk of harm from such things as potentially unstable memorials, staff excavating / backfilling graves and travelling vehicles. All deed owners must notify the Cemetery of any change of address. All notices that the Council are required to send shall be made to the last recorded address and such notices shall be deemed served. 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. **WE DO NOT TOLERATE ANY VERBAL OR PHYSICAL ABUSE DIRECTED AT COUNCIL STAFF OR OTHER VISITORS.**

All enquiries, in the first instance, should be made to the Cemetery Dept, East Grinstead Town Council, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT or, cemetery.manager@eastgrinstead.gov.uk

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 magistrate or commissioner of oaths e.g. Solicitor. A fee is charged for processing this documentation which must be paid at the time the form is presented to the Cemetery Office. Any such forms will be retained at the Council office as a permanent record of the instruction received.

MINISTERS / CLERGY/ CELEBRANTS

Burials and ashes interments 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 Service.

INTERMENTS ALLOWED 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 or ashes plot 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 firearms, 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.

EXCLUSIONS OF PERSONS FROM THE CEMETERY

All persons visiting the Cemetery must conform in all respects with these Rules and Regulations. Council Staff may at discretion (and only when deemed necessary) 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 (including scooters) must be driven at a speed greater than five miles an hour within the Cemetery. No vehicle is permitted to park or drive on any grassed areas within the Cemetery. Council Staff have the authority to prevent cars from entering the Cemetery during maintenance works or for other safety reasons.

ALTERATIONS TO THE RULES AND 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 signed by the deed holder. 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 Office and must include the name and address of the person for whom the work is to be undertaken. Only after written approval is issued by the Cemetery Office will a memorial or inscription be allowed to be erected or placed within the Cemetery. 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 or Stone Mason. 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 Office. The particulars must be submitted to the Council by the Stone Mason giving:

- a) A plan of the memorial containing intended material and all dimensions;
- b) The inscription to be inscribed on the material;
- c) The number of the grave or plot on which the memorial is to be placed;
- d) The materials & method 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 Office, nor shall any additional inscription be cut thereon without the authorisation of the Cemetery Office first being obtained.

All stone memorials must be properly fixed in accordance with BRAMM / NAMM Codes of Practice and conform to BS8415 Specification for Memorials and Monuments in Burial Grounds.

NUMBERING OF MEMORIALS

It is a condition that any new headstone to be erected in the Cemetery must have the grave number **and** section clearly and conspicuously engraved upon the rear. The Council reserves the right to remove, at the expense of the stonemason responsible for such work, any newly erected memorial not so inscribed. It is in this same manner that the plot number of Garden of Remembrance memorial tablets **must** be placed at the top of the face of the tablet above any inscription and to be in no smaller than 1" lettering.

MEMORIALS AT OWNERS' 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 MEMORIALS

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 cemetery rules & regulations need to be removed within the 6-week notice period. Information included will be identical to that on the public notices.

MEMORIAL SAFETY

Memorial safety in burial grounds is a highly sensitive issue and Burial Authorities have a general duty under the Local Authorities Cemeteries Order 1977 (LACO) to maintain the burial ground in good order. A separate document can be accessed on our website which outlines the Council Policy and Procedures for memorial safety inspections which we encourage all deed holders to read. Our intent is to do all that is reasonably practicable to ensure that visitors and those working in burial grounds are not exposed to unforeseen risks to their health and safety. The approach to managing memorial safety involves the periodic assessment of memorials as part of a planned exercise or when anything has changed, for example a programme of major work or repair to the burial ground environment. All steps are taken to ensure any actions made during or following inspection are sensible, risk-based precautions that are transparent and, that we have done all that is reasonably practicable in the circumstances and in accordance with our duties under Health and Safety at Work Act 1974 (HSWA74)

MEMORIAL CLEANING

Firstly, we advise caution before undertaking any memorial cleaning and strongly recommend using a suitably experienced or qualified contractor such as a memorial mason. Secondly you will need to ensure that the memorial is tested by a person holding a recognised and relevant qualification for stability before any work is carried out.

The National Association of Memorial Masons (NAMM) advises; Burial Authorities to provide guidance to grave owners/members of the public regarding how best to clean a memorial. A starting point should be whether the memorial actually needs cleaning or not. This is because every time that a memorial is cleaned, there is a risk that it could be damaged, for example the gilding of the lettering may be scratched, or the surface of the stone could be abraded.

Some stone types become darker with age and exposure to the elements. This is a natural process, and trying to reverse it through harsh cleaning could cause damage to the surface of the stone. If cleaning is required, gentle is best. Plenty of water and soft cloths, or wooden or plastic scrapers for some types of stone are the preferred tools to use. Wire brushes or other abrasives should be avoided, as these can cause damage to the memorial and surrounding area.

Guidance on the best way to clean memorials can be found at:

[Cleaning Gravestones- How should it be done? | Stoneletters](#)

[How to Properly Clean a Headstone in 8 Steps | Cake Blog](#)

[How to Clean a Gravestone: 12 Steps \(with Pictures\) - wikiHow](#)

Any use of chemicals to clean memorials must consider environmental management and will not be permitted on Council land unless it has been authorised in writing. In order to consider approval of using cleaning chemicals we would require the relevant Safety Data Sheets, a full risk assessment including cleaning method and sight of relevant insurances / licences.

High pressure jet washing should be very carefully considered, as it may not be the most appropriate method of cleaning a headstone, especially older ones that may have cracks in them or where the face of the stone is delaminating. High pressure washing can also erode joints, which then permits the ingress of water and could result in the failure of joints via freeze/thaw action, making the memorial unstable. Substantial damage could be caused to a memorial and surrounding area by using this cleaning technique.

PRINCIPLES BEHIND OUR RULES AND 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 needed to enforce these rules and regulations will be undertaken in a sensitive and measured way.