



RULES FOR THE MANAGEMENT OF LENHAM CEMETERY

APRIL 2023

Lenham Parish Council welcomes visitors to Lenham Cemetery. 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. The following rules apply to all users of the cemetery.

1. Selection and Ownership of Graves

- a. Every interment shall take place in a private grave (also known as purchased graves).
- b. The Parish Council will allocate a plot, specific plots cannot be reserved in advance.
- c. When a grave is “purchased” this refers to the purchase of the ‘Exclusive Rights of Burial’ in a grave space and not the purchase of the land itself.
- d. The registered owner of a grave is the name on the Exclusive Right of Burial.
- e. A private grave will not be opened without the registered owner’s consent in writing.
- f. The registered owner of a private grave may transfer the Exclusive Right of Burial, subject to consultation with the Parish Office.

2. Types of Graves

- a. Graves for burials can be single or double depth, this must be specified on the interment form (form 3).
- b. It may be possible to inter cremated remains in some graves provided the person making the request is the registered owner of the grave. For further information contact the Parish Office.
- c. Plots are available in the cremated remains area of the cemetery, two sets of ashes can be interred in each plot.

3. Interments

- a. Written notice of any intended interment must be received by the Parish Office at least 5 days in advance of the burial, using the interment form supplied (form 3).
- b. Fees and charges will be applied as tabled in section 7 below. *Please note that charges do not include digging of grave which should be arranged through the funeral director.*
- c. Where the interment is to take place in a purchased grave, the Parish Office will require the Exclusive Right of Burial Grant in advance and, if necessary the written consent of the registered owner.

4. Certificate for Burial or Cremation

- a. The certificate given by the Registrar of Births and Deaths (commonly known as the Green Form) or an order of the Coroner (Form 101), certificate of stillbirth or certificate of non-liability to register or a (Form 18) MUST be delivered to the Parish Office before the burial will be allowed to take place.
- b. In the case of cremated remains the certificate of cremation provided by the crematorium will be required.

5. Memorials

- a. The registered owner has the right to apply to erect a memorial, which may be a tablet, headstone and/or edging such as a kerbstone, for which a charge will be made (see section 7 for charges).
- b. It is the responsibility of the registered owner to maintain a memorial upon a grave.
- c. Lenham Parish Council needs to agree with the design of all memorials, along with any inscription and photograph. Before any memorials can be installed or works undertaken to an existing memorial, an application must be submitted for approval on the appropriate form (form 4) to the parish office.
- d. Headstones must not exceed 90cm (3ft) and the grave number must be clearly marked on the back of the headstone base.
- e. In the cremated ashes section of the cemetery, memorial tablets are only allowed and should not exceed 45cm (18ins) square. As we maintain the area you must not place chippings or pots around the tablets -provision for a vase can be incorporated within the tablet.
- f. A photograph or picture can be placed on the memorial. There can be two photographs/pictures if the grave is a double plot. Photographs should be no larger than 10cm (4ins) square.
- g. Temporary markers must be removed when headstone is placed.
- h. The Parish Council reserves the right to remove anything that appears detrimental to the overall appearance of the cemetery.
- i. All memorial work carried out must be in accordance with the relevant Code of Working Practice of The National Association of Memorial Masons/ BRAMM Blue Book and BS8415.
- j. The Parish Council may remove any memorial where work has not been authorised. This may be at the owners' expense.
- k. Memorial masons should satisfy themselves as to the stability of the soil or footings and its ability to support a memorial before the memorial is erected.
- l. Any works to any memorial must include the removal of spare soil or other material and leave the ground in good condition.
- m. Any contractor working in the cemetery must maintain a policy of public liability insurance minimum of £5 million against all claims and actions.
- n. All contractors must use the main paths in the cemetery; any damage which is caused must be repaired at the contractors' expense.
- o. All memorials are the responsibility of the registered owner including damage by vandalism, theft of memorials or vases, cracking or subsidence of footings. The Parish Council shall not be held responsible for any damage to or caused by the memorial and reserves the right to repair or make safe or remove any memorial which is allowed to fall into disrepair or become unsightly or dangerous and recover expenses from the registered owner or the owner's beneficiaries.
- p. A temporary wooden cross may be erected until ground conditions permit the erection of a permanent memorial.

6. Maintenance

- a. Grave spaces must be kept in a neat and tidy condition and any litter should be removed from the site.
- b. Any flower holders must be of non-breakable material (no glass or ceramics) and are left at the owners' risk. The Parish Council may remove any articles from any grave if they are likely to cause risk, damage or offence to other visitors to the cemetery.

- c. The Parish Council reserves the right to remove any planting or other items from graves which may be dangerous or unsightly in any way.
- d. Graves may contain a mixture of memorials such as headstones, full kerbs or tablet memorials. The registered owner may plant annual bedding over the whole grave or it may be grassed over, but must not include tree planting. The ground maintenance is the responsibility of the registered owner and the Parish Council maintains the paths between graves and areas of grass.

7. Current fees and charges

- a. The table below shows the fees for residents of Lenham parish and for non-residents of Lenham parish for which the fees are doubled.

Cemetery Fees for burials	Resident of Lenham parish	Non-resident of Lenham parish
Purchased grave	£450	£900
Interment	£450	£900
Headstone placement	£200	£400
Kerbing	£220	£440
Cremated ashes in existing grave	£75	£150
Cemetery Fees for cremation plots		
Purchased Plot	£150	£300
Interment of ashes	£75	£150
Memorial tablet	£75	£150

- b. Charges do not include digging of grave which should be arranged through the funeral director.

8. Agreement

- a. The registered owner shall sign the agreement to these rules prior to any interments taking place and/or the installation of memorials (Form 1).
- b. The registered owner shall sign the agreement to the Privacy Notice prior to any interment taking place and/or the installation of memorials (Form 2).
- c. Please ensure the relevant forms are completed from the list below:
 - Form 1 – Agreement of Rules for the Management of Lenham Cemetery
 - Form 2 – Privacy Notice Agreement
 - Form 3 – Interment Form
 - Form 4 – Memorial Application
 - Form 5 – Reservation of plot

April 2023

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