

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th April 2025 at 6.30 pm

PRESENT: Councillors: R Bullock (Vice-Chairman), J Dent (Chairman), S Lennox-Boyd and S Miller.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator)

APOLOGIES: J Foster and M Griffiths.

1/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

2/25/26 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

3/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 29 OCTOBER 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** that the minutes of the Burial Authority Committee held on 29 October 2024 were confirmed as a true and correct record.

5/25/26 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

6/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE AN UPDATE ON THE CHURCHTOWN CEMETERY BOARD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Service Delivery Department report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and assured members that in the absence of a Churchtown Cemetery Board, staff would still be able to assist with enquiries.

Following a discussion it was **RESOLVED** to note that a timeless grave plan sign was not achievable due to key points raised and detailed in the report summary.

9/25/26

TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Service Delivery Department report as contained within the circulated reports pack.

Members discussed the report in full and in particular noted that the paintwork on the Letters to Heaven Post Box at Churchtown Cemetery has now faded.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Note the report;
2. To request that the Letters to Heaven Post Box be repainted in Wedgewood Blue and that works be undertaken in-house by the Service Delivery Team.

10/25/26

TO RECEIVE A REPORT ON THE TOWN COUNCIL'S EXCLUSIVE RIGHTS OF BURIAL PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and informed members that the Administration Team have now commenced the Exclusive Right of Burial (EROB) and Memorial Permit Renewals.

Members discussed the renewal process and amendments to the accompanying documents in the reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to:

1. Note the report;
2. **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations for the erection of memorials and the Churchtown Cemetery Application Forms, as attached.

11/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).

12/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

13/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

14/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media release on completion of the work by the Service Delivery Team the Churchtown Cemetery – Letters to Heaven Post Box.

DATE OF NEXT MEETING

Tuesday 14 October 2025 at 6.30 pm

Rising at: 6.50 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council

CHURCHTOWN CEMETERY

MANAGEMENT POLICY & REGULATIONS

1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.

- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
 - 2.4.1. The Guide for Burial Ground Managers (HSE)
 - 2.4.2. Baby and Infant funerals (ICCM)
 - 2.4.3. Shallow graves policy (ICCM)
 - 2.4.4. Managing the safety of burial ground memorials (HSE)
 - 2.4.5. Management of Memorials policy (ICCM)
 - 2.4.6. Code of safe working practice (ICCM)

3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger.
 - 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
 - 4.1.2. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a

Form 18 is supplied instead. The application should also be accompanied by payment in full.

- 4.1.3. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
- 4.1.4. All first burials in a grave will take place in a grave identified by the Town Clerk.
- 4.1.5. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
- 4.1.6. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the sole risk of the Funeral Director or organizer. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.
- 4.1.7. Burials may take place without a Funeral Director but organizers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.8. Funeral Directors, Memorial Masons, the Council appointed Grave Digger and other contractors at Churchtown Cemetery, must register with the Council showing evidence of public liability insurance. A risk assessment, the content

of which must be approved by the Council's Service Delivery Manager, will also be required. Additionally, Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.

- 4.1.9. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.

4.2. Exclusive Rights of Burial

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner (See Appendix A for EROB Renewal Process) but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

4.3. Memorials

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.

- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organize for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM) is required.
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
 - Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)
 - Width of memorial 2'8" (813mm)

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.

- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

4.4. Fees and Charges

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Office Manager/Assistant to the Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

4.5. Rules and Regulations

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.

- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow. In consultation with the Council appointed Grave Digger, should any interment indicate that subsequently no further interments can take place in a specific grave, then the Council will not permit any further interments in that grave. The relevant Funeral Director to be informed.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

4.7. Future expansion

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

Action One – Send an email six months before the EROB expiration

Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]

Dear [EROB Holder's Name]

We are writing to inform you that the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to plot [Plot Reference] is due for renewal at Churchtown Cemetery, Saltash.

In accordance with the Churchtown Cemetery Management Policy and Regulations and the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

The renewal fee is £[X]. We kindly ask that you contact Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact us by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email burialsandmemorials@saltash.gov.uk

We appreciate your prompt attention to this matter.

Yours sincerely,

Burials and Memorials

Action Two – Call followed by an email three months before the EROB expiration

Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]

Dear [EROB Holder's Name]

We are writing to inform you that the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to plot [Plot Reference] is due for renewal at Churchtown Cemetery, Saltash.

In accordance with the Churchtown Cemetery Management Policy and Regulations the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

We attempted to contact you by phone today regarding this matter but were unable to reach you.

The renewal fee is £[X]. We kindly ask that you contact the Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact us by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email burialsandmemorials@saltash.gov.uk

We appreciate your prompt attention to this matter.

Yours sincerely,

Burials and Memorials

Action 3 – Letter sent via post and followed up via email.

Subject: Renewal of Exclusive Right of Burial (EROB) – [Plot Reference]

Dear [EROB Holder's Name]

We recently tried contacting you regarding your ownership of the Exclusive Right of Burial (EROB) and Permit to Erect a Memorial relating to [Plot Number] at Churchtown Cemetery, Saltash.

In accordance with Churchtown Cemetery Management Policy and Regulations the Rules and Regulations for the Erection of Memorials (as attached), renewal is required every 10 years to maintain the rights to the plot. The ten-year tenure of your EROB is due to expire on [Insert Date of EROB Expiry].

The renewal fee is £[X]. We kindly ask that you contact Saltash Town Council at your earliest convenience to confirm your intention to renew and arrange payment.

If you wish to proceed, please contact Saltash Town Council by [Deadline Date] to ensure continuity of the rights associated with the plot.

Should you have any questions or require further information, please do not hesitate to contact the Burials and Memorials department on 01752 844846 option 4 or email burialsandmemorials@saltash.gov.uk

We appreciate your prompt attention to this matter as we have now passed the expiration date for renewal. If you choose not to renew the EROB for [Plot Number], the ownership will revert to Saltash Town Council, and you will no longer have any rights associated with it.

This includes, but is not limited to, arranging future interments, installation of a headstone or cremation tablet (if not already in place), adding inscriptions to an existing memorial, or maintaining a headstone or tablet.

For full details, please refer to Churchtown Cemetery Management Policy and Regulations as attached.

Yours sincerely,

Burials and Memorials

Saltash Town Council

Rules and Regulations relating to the erection of Memorials

1. Only the Council's approved gravedigger may be contracted by the Funeral Directors or clients to work in the cemetery.
2. No memorial may be fixed within 6 months of a burial to allow ground settlement.
3. A memorial tablet may be fixed immediately after the burial of cremated remains.
4. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
5. Under no circumstances will the Council permit a glass or any breakable receptacle to be placed on the grave,
6. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave at the head of the grave upon which the memorial must entirely be situated.
7. No permanent planting may take place anywhere in the cemetery.
8. Applications to place a memorial must bear the signature of the owner of the Exclusive Right of Burial.
9. All memorials must be installed in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes or may complete an individual application to work form.
10. An approved application will indicate the dimensions and compositions of the memorial: details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
11. Saltash Town Council as the burial authority will retain the application and a permit will be issued to the Monumental Mason. The permit **MUST** be available for inspection at the time the memorial is being fitted.

If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.

12. Size of Memorials

All new memorials to be erected in the Cemetery must not exceed the following maximum sizes:

Headstone

Height (including all plinths and concrete foundations) 3'3" (991mm).

Width of memorial 2'8" (813mm).

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm

Only headstones may be fixed to burial plots.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as considered necessary.

Tablets

Only foundation slabs 24" x 24" (600mm x 600mm) and tablets 18" x 18" (450 x 450) may be fixed flat to cremation plots. To be supplied by the ERB owner. Should a vase be required it must be installed in and be integral to the tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.

All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

13. The stone mason must give three working days of their intention to fix a memorial to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
14. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be re-fixed in the proper position.
15. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
16. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.

17. A certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.
18. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
19. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
20. **Bench and Rose Bush Memorial Garden**

A memorial bench and plaque service is available to members of the public who may wish to purchase a Memorial Plaque with inscription for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a memorial bench.

21. A memorial rose bush and plaque service is available to members of the public for a lease period of 10 years. Renewable upon request. For full details please refer to the application form for a rose bush memorial.

Memorial Insurance

It is highly recommended that a memorial is insured against accidental damage, vandalism and theft and to make sure that cover takes effect immediately the stone is fixed in the cemetery. Cost can be very reasonable and usually insignificant when compared with the possible cost of repairs. Any BRAMM registered memorial mason should have details of the schemes available.

Application for Interment

Churchtown Cemetery
Saltash Town Council
The Guildhall
12 Lower Fore Street, Saltash
PL12 6JX

Tel: 01752 844846
Email: burialsandmemorials@saltash.gov.uk

This application must be delivered to the Saltash Town Council offices **no later than noon three working days before the burial.**

Print in black ink		
Funeral Director:		
Day, date and time of burial:		
Full name of deceased		
Maiden name:		
Address:		
Post code:		
Place where death occurred:		
Date of death:	Age:	
Dimensions of coffin or casket (in inches)		
Length:	Width:	Height:
Size to be outside lid measurement with allowance for handles		
Coffin type:		
Officiating minister:		
Was deceased a resident of Saltash: Yes/No		
Occupation (before retirement):		
Number of grave		

cont'd...

Please tick one of the following and complete as necessary.

Unpurchased grave

☐

I would like the burial to take place in an unpurchased grave. I understand that if I do not buy the Exclusive Right of Burial to the grave the Council may bury other unrelated people in the grave. I understand that no memorials will be permitted on the grave.

New grave

☐

I would like the burial to take place in a new grave and would like to buy the Rights for 10 years. (A guide to the Exclusive Rights of Burial is contained within the Churchtown Cemetery Management Policy and Regulations on the Town Council Website).

Previously purchased grave to be reopened

☐

I would like the burial to take place in grave number _____ at Churchtown Cemetery.

I am the registered owner of the grave/next of kin/executor of the owner **(delete as applicable)**.

If none of the above please state your relationship to the deceased grave owner _____

If the current EROB owner is the deceased, please state any addresses prior to the one included on page one of the Application for Interment.

Childrens' Area

☐

I would like the burial to take place in a new grave in the Childrens' Area at Churchtown Cemetery. (A guide to the Exclusive Rights of Burial is contained within the Churchtown Cemetery Management Policy and Regulations on the Town Council website).

Signed _____ Date _____

Full name _____ Title _____

Address _____

Postcode _____

Email _____ Tel: _____

Relationship to deceased _____

Please keep the Town Council advised of your up-to-date contact details. _____

N.B. Saltash Town Council can only authorise the opening of a purchased grave with the permission of the owner or for burial of the owner. In all other cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Council will offer all assistance to establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

Exclusive Right of Burial

Application to purchase a new grave

Saltash Town Council

The Guildhall, 12 Lower Fore Street

Saltash. PL12 6JX

Tel: 01752 844846

Email: burialsandmemorials@saltash.gov.uk

I wish to purchase the Right of Burial to the grave in which the deceased person named on the Application for Interment, is to be interred and understand that my Rights will exist for a period of **10 years**.

Applicant's details

Mr **Mrs** **Ms** **Miss** **Other**

Full name of applicant: please print

Full address: please print

Postcode:

Tel No:

Email:

I have read a copy of the Churchtown Cemetery Management Policy and Regulations available on the Town Council Website and I will comply with them.

Signed:

Date:

Please keep the Town Council advised of your up-to-date contact details.

Lawn Graves

1. The size of the memorial shall not exceed 991mm high x 813mm wide x 410 mm deep, the overall size of the plinth to be 900mm.
2. Subject to the written consent of the Council, and to payment of the prescribed fee, a memorial may be placed on the grave in the position required by the Council. The memorial shall become the property of the Council at the expiry date of the period of the Grant of the Exclusive Right of Burial in the grave.
3. The memorial must sit in the position required by Saltash Town Council.
4. The Council must approve all inscriptions on the memorial beforehand.
5. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
6. no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
7. Under no circumstances will we permit a glass or any breakable receptacle to be placed on the grave/memorial. A plaque or stone vase so fitted shall become the property of the Council at the expiry date of the period of Grant of Exclusive Right of Burial.
8. All monuments must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. The Council reserves the right to remove any monument which, in its opinion, has become unsafe, dilapidated or unsightly, or is not kept in good repair.
9. **Memorials may only be fixed by BRAMM registered Monumental Masons.**
10. The Council reserves the right to remove any item placed on or near a grave that does not conform to these Regulations. **Without prior notice or right to appeal.**

Exclusive Right of Burial

Application to purchase a cremated remains grave

Saltash Town Council

The Guildhall, 12 Lower Fore Street
Saltash. PL12 6JX

Tel: 01752 844846

Email:

burialsandmemorials@saltash.gov.uk

I wish to purchase the Right of Burial to the grave in which the deceased person named on the Application for Interment, is to be interred and understand that my Rights will exist for a period of **10 years**.

Applicant's details

Mr **Mrs** **Ms** **Miss** **Other**

Full name of applicant: please print

Full address: please print

Postcode:

Tel No:

Email:

I have read a copy of the Churchtown Cemetery Management Policy and Regulations available on the Town Council Website and I will comply with them.

Signed:

Date:

Please keep the Town Council advised of your up-to-date contact details.

Lawn Graves

1. The size of the memorial shall not exceed 18" x 18" (450 x 450)
2. Subject to the written consent of the Council, and to payment of the prescribed fee, a memorial may be placed on the grave in the position required by the Council. The memorial shall become the property of the Council at the expiry date of the period of the Grant of the Exclusive Right of Burial in the grave.
3. The memorial must sit in the position required by Saltash Town Council.
4. The Council must approve all inscriptions on the memorial beforehand.
5. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
6. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
7. A plaque or stone vase so fitted shall become the property of the Council at the expiry date of the period of Grant of Exclusive Right of Burial.
8. All monuments must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. The Council reserves the right to remove any monument which, in its opinion, has become unsafe, dilapidated or unsightly, or is not kept in good repair.
9. **Memorials may only be fixed by BRAMM registered Monumental Masons.**
10. The Council reserves the right to remove any item placed on or near a grave that does not conform to these Regulations. **Without prior notice or right to appeal.**

Memorial application form

To fix a memorial or inscribe an additional inscription on an existing memorial or the removal of a headstone or cremation tablet other than for an additional inscription.

Churchtown Cemetery
Saltash Town Council
The Guildhall,
12 Lower Fore Street, Saltash
PL12 6JX

Tel: 01752 844846
Email: burialsandmemorials@saltash.gov.uk

Cemetery:

Section:

Grave No:

This form must be delivered to Saltash Town Council offices.

Monumental mason name/company name:

Address:

Material and colour of memorial (tick one of the following)

Granite Marble Slate Stone Other

Colour:

Design of memorial including inscription and dimensions:

Removal of headstone & cremation tablet other than for an additional inscription. State reason:

To be completed by monumental mason

I, (we) agree to be responsible and to pay for any damage which may be occasioned to the property of the Authority or to any adjacent vault, grave, tomb, monument or memorial by reason of any negligence on the part of my (our) workmen, or the workmen of any sub-contractor employed by me (us), in connection with the work referred to in this application.

I, (we) agree to install the memorial (new or replacement) in compliance with BS8415 by competent, trained stonemasons. Stonemasons may demonstrate competency by being a member of either BRAMM or NAMM's RQMF schemes, or may complete an individual application to work form, including a signed declaration stating a commitment to work to BS8415, a statement that the mason holds £5m public liability insurance, issues at least a ten year guarantee to cover workmanship and materials and that they have not been banned from any cemetery or graveyard during the last two years.

Signed:

Date:

Notes to monumental masons

(a) Saltash Town Council as the Burial Authority will retain this application and a permit will be issued to the Monumental Mason.

(b) The Permit **MUST** be available for inspection at the time the memorial is being fitted. **If the mason is found without a permit, permission to continue with the work will be denied. Any memorial fixed without approval will be removed.**

(c) On completion, a certificate of compliance to BS8415 must be issued to the owner of the Exclusive Right of Burial and Saltash Town Council Burial Authority.

(d) The mason fixing the memorial shall ensure that the grave number is inscribed on the side of the memorial.

(e) All monumental work will be carried out **by appointment only** during daylight hours Monday to Friday 08.30 – 16.00 hours. Excluding Bank Holidays.

To be completed by the owner of the Exclusive Right of Burial

I hereby apply for the right to erect/place/inscribe a memorial subject to Saltash Town Council policy. The right for which I now apply confers on me the right to erect a memorial or inscribe an additional inscription on a memorial for which I have previously been granted rights upon payment of the prescribed fee.

Applicant's details

Mr

Mrs

Ms

Miss

Other

Full name of applicant: please print

Full address: please print

Post Code:

Please keep the Town Council advised of your up-to-date contact details.

Tel No:

Email:

Name of previous interments	Date of previous Death	Date of previous internments

I agree to comply with the Cemeteries Regulations applicable to the type of grave I have purchased as received and signed for at time of purchase.

Signed:

Date:

Doc ref: CC06