



AGENDA

ENVIRONMENT, HEALTH AND WELLBEING COMMITTEE MEETING

Date: Wednesday, 20 October 2021

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT*

Membership:

Councillors Steve Davey, Alastair Gould, James Hall, Ann Hampshire, Nicholas Hampshire, Carole Jackson, Elliott Jayes, Peter Marchington, Lee McCall, Pete Neal, Ken Pugh, Ken Rowles, David Simmons, Sarah Stephen and Corrie Woodford.

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2. Confirmation of Chairman and Vice-Chairman

To confirm the Chairman and Vice-Chairman for the Municipal Year 2021/22.

3. Apologies for Absence

4. Minutes

To approve the Minutes of the meeting held on 20 July 2021 (Minute Nos.

160 – 165) as a correct record.

5. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

- (a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.
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- (c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the meeting while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

6. Verbal Update from Cabinet Member

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10. Early Childhood Development Pilot	

Presentation to follow.

Issued on Tuesday, 12 October 2021

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**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

Agenda Item 7

Environment, Health and Wellbeing Cabinet Advisory Committee Report

Play Areas

Introduction

Swale Borough Council owns and maintains 78 play areas across the borough consisting of a wide range of facilities, including traditionally equipped children play areas, bike zones, skate parks, multi-use games areas, basketball courts, trim trails, fitness zones, outdoor gym equipment all intended for the use of children and young people.

Responsibility for the management and maintenance is held by the council's Greenspace Team and in particular the Greenspace Service Manager, Greenspace Technical Officer and the two Greenspace Maintenance and Inspection Officers.

Inspection and Maintenance

Play areas by their very nature should provide a degree of risk and challenge to the users however this should come through development, design and investment and not equipment being in an unusable condition.

The council has a responsibility to maintain play areas to ensure that equipment is kept in a usable condition. To help achieve this the council has adopted a Play Area Repairs and Maintenance Procedure which outlines inspections regimes, contract visits and the prioritisation of repairs and maintenance in line with nationally recognised legislation and guidance.

Although there is no specific legislation for play areas the installation and subsequent maintenance of playgrounds is covered by British/European standards including:

- BS/EN1176 – Play Area Equipment
- BS/EN1177 – Play Area Surfacing
- BS/EN15321 – Multi Use Games Areas
- BS/EN14974 – Skate Parks
- BS/EN16639 – Outdoor Fitness Equipment

The council follows all the appropriate health & safety legislation including (but not limited to):

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Act 1999
- Occupiers Liability Act 1984
- Children Act 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Swale Borough Council Parks and Open Spaces Byelaws

The council's play areas are subject to regular inspections which are outlined below. These inspections follow the best practice set out in play area guidance BS/EN1176 and BS/EN1177 and are carried out by staff member/inspectors registered on the RPII inspectors list at the appropriate level.

- **Routine Inspections** – Each play area is visited weekly by either an Environmental Warden or a Greenspace Maintenance and Inspection Officer who undertakes a visual inspection of the site/equipment to ensure they are in a safe condition, free from any obvious vandalism and faults. Where a play area is subject to very high use or prone to vandalism/anti-social behaviour, the risk increases and thus the number of visits can increase up to three visits a week (Monday to Friday). All site visits are

recorded on the council's IT system with issues noted. Any faults requiring immediate action are passed to the relevant officer/contractor for the appropriate works to be carried out.

- **Operational Inspections** – On a quarterly basis each play area is visited by a Greenspace Maintenance and Inspection Officer who undertakes a detailed inspection of all area including all equipment, fences, gates and safer surfacing. All site visits are recorded on the council's IT system with issues noted. Any faults requiring immediate action are passed to the relevant officer/contractor for the appropriate works to be carried out.
- **Annual External Inspections** – An annual external inspection is undertaken on all play areas by the Council's insurer Zurich Municipal. The inspector undertakes a detailed inspection, including ensuring the area meets the appropriate safety standards and supplies an electronic report to the Greenspace Service Manager and the Greenspace Technical Officer. Any faults requiring immediate action or shortfalls around safety standards are passed to the relevant officer/contractor for the appropriate works to be carried out.

All repairs and maintenance are prioritised into three main categories:

- **High Priority** – this is when work required is of an urgent nature and would be actioned immediately. This priority includes (but not exclusive to):
 - Damage to equipment that could cause harm or injury
 - Damage to safer surfacing which could cause harm or injury
 - Obscene graffiti
 - Damage to fences or gates
 - Repairs to moving parts which if left could cause harm or injury
- **Medium Priority** – this is when work required, although significant, can be programmed in to meet budget and resource requirements. This includes (but not exclusive to):
 - Damage to equipment that will not cause harm or injury
 - Damage to safer surfacing which could not cause harm or injury
 - Repairs to moving parts that would not cause harm or injury
 - Replacement of wearing parts
 - Replacement of wearing safer surfacing
- **Low Priority** – this is when work required is minor and would be monitored/reviewed regularly until the priority is re-classified to either high or medium priority as item wears or breaks down. This includes (but not exclusive to):
 - Weathered/wearing equipment which does not directly affect its use or cause harm or injury
 - Weathered/wearing parts which does not directly affect its use or cause harm or injury

A decision was taken in 2018 as part of the new 'Open Spaces and Play Strategy' to no longer accept responsibility for play areas provided on new developments. Whilst the developers were required to pay maintenance contributions for up to 10 years, the continual increase in sites diluted the available budget for maintenance.

Refurbishment and Replacement

Even with a full inspection and maintenance programme, with play area equipment subject to high wear and tear and the effects of the weather, it is constantly subject to corrosion, rot and damage. As such there is a need to look ahead to larger/wider improvements.

Refurbishment or replacement projects have historically been undertaken when external grant funding or contributions from new housing developments have been achieved (the Open Spaces and Play Strategy would still allow one-off contributions to existing play areas but not acceptance of new sites).

In 2018/19, the Playground Improvement Fund was created to allocate £500,000 up until March 2022. A number of improvements were made early in that period, totalling a spend of £295,352. Following a gap in officer resource and the impact of the pandemic, as well as delivering against the remaining funds, the Coalition are committed to extending investment beyond March 2022.

RAG Rating

In 2020, a review of all play areas was undertaken with the aim to provide a RAG rating for each play area to help inform priorities when budgeting for the council's Play Area Development Programme. This review will now be completed annually to ensure it reflects the current position for each play area.

The criteria used to determine the RAG rating included:

- Age of Playground and/or Date of Last Refurbishment
- Play Area Type
- Play Area Availability (per Ward)
- Identified Defects (via Operational and Annual Inspections)
- Maintenance Costs
- Risk Assessment
- Service Requests, Complaints, Anti-Social Behaviour, Incident Reports
- Visual Inspection

The current RAG rating list of sites can be found at appendix 1.

In June 2021, £28,000 of Special Project Funding was secured to undertake the refurbishment of 12 play areas throughout Swale. The play areas were selected using information gained from the RAG Rating, ongoing maintenance costs and annual independent reports. The play areas are:

- King George V Playing Field Play Area, Sittingbourne
- Chilton Avenue Play Area, Sittingbourne
- Grove Park Play Area, Sittingbourne
- Rose Walk Play Area, Sittingbourne
- King George V Playing Field Play Area, Faversham
- Colonels Lane Play Area, Boughton Under Blean
- Lower Road Play Area, Faversham
- Sumpter Way Play Area, Faversham
- Vincent Gardens Play Area, Sheerness
- Second Avenue Play Area, Queenborough
- Chilham Close Play Area, Sheerness
- Anne Boleyn Close Play Area, Eastchurch

Work started in July 2021 (with a break until the beginning of September to allow for the school holiday) and is due for completion in October 2021.

The contractors and Greenspace Maintenance and Inspection Officers have worked closely, especially during the preparation period of the process, to identify wearing parts and to replace them prior to painting.

Revised Play Area Improvement Programme

Following a lack of development in 2020 and to date in 2021, due to staff vacancies and restrictions around the COVID pandemic, the play area improvement programme has been revised with 6 projects planned for the remainder of 2021/22 and 13 projects planned between 2022/23 and 2023/24. The later projects require initial preparation of works in order to inform the budgets required but as mentioned above, the Coalition are committed to allocating funds beyond the current commitment.

2021/2022				
Site	Area	Detail	Total Project Cost	SBC Capital
Millfield Road Play Area	Faversham	Complete replacement of play area	130,000	31,500
Johnson Road Play Area	Sittingbourne	Refurbishment of play area, replacement gates and installation of pathway	12,500	12,500
Manor Grove Play Area	Sittingbourne	Installation of 5x pieces of new play equipment Installation of 4x pieces of outdoor gym equipment or fitness station	45,000	45,000
Diligent Drive	Sittingbourne	Installation of new multi activity unit	13,500	0
Kemsley Recreation Ground	Sittingbourne	Installation of new multi activity unit and replacement gates	17,000	17,000
Grove Park	Sittingbourne	Installation of new fitness station	9,000	0
			TOTAL	£227,000
				£106,000

2022-2024		
Site	Area	Detail
Colonels Lane	Villages	Improvements to play area
Sumpter Way	Faversham	Replacement of play area
Festival Playing Field	Sheerness	Improvements to play area
Dickson's Field	Eastchurch	Improvements to play area
King George V Playing Field	Queenborough	Replacement of play area
King George V Playing Field	Faversham	New play area and car park
Anne Boleyn Close	Eastchurch	Replacement of Play Area
Chilton Avenue	Sittingbourne	Improvements to play area
King George V Playing Field	Sittingbourne	Improvements to play area

Lower Road	Faversham	Improvements to play area
Bysingwood Road	Faversham	Replace multi activity unit and fence
Great Easthall	Sittingbourne	New ballcourt
Iwade Healthy Living Centre	Sittingbourne	New outdoor gym

Conclusion and Questions for Committee

The report summarises the ongoing task of providing, maintaining and replacing play areas across the Borough.

1. Are we providing the right level of play for the Borough?
2. Do you agree with the method of RAG rating and proposed refurbishment?
3. Are there any sites missed off that Members feel should get attention?

Appendix 1 - RAG rating of SBC Playgrounds

Site	RAG Rating
Abbey Rise Play Area	Green
Agate Court Play Area	Yellow
Amethyst Drive Play Area	Yellow
Anne Boleyn Close Play Area	Yellow
Anselm Close Play Area	Yellow
Balas Drive Play Area	Green
Bartons Point Coastal Park Play Area	Green
Batteries Close Play Area	Yellow
Beachfields Park Play Area	Yellow
Brook Road Play Area	Red
Buckthorne Road Play Area	Yellow
Bysingwood Road Play Area	Yellow
Canal Bank Play Area	Yellow
Castle Site Play Area	Green
Eagles Close Fitness Zone	Green
Chilham Close Play Area	Yellow
Chilton Avenue Play Area	Yellow
Colonels Lane Play Area	Red
Colson Drive Play Area	Yellow
Dicksons Field Play Area	Yellow
Diligent Drive Play Area	Yellow
Eleanor Drive Play Area	Yellow
Eveas Drive Play Area	Yellow
Faversham Recreation Ground Play Area	Green
Festival Playing Field Play Area	Yellow
Finch Close Play Area	Yellow
Great Easthall Farm Play Area	Yellow
Grove Park Play Area	Yellow
Hazebrouck Road Play Area	Green
Hilton Close Play Area	Yellow
Homefield Drive Play Area	Yellow
Hugh Price Close Play Area	Yellow
Iwade Recreation Ground Play Area	Green
Johnson Road Recreation Ground Play Area	Yellow
Kemsley Recreation Ground Play Area	Yellow
King George V Playing Field Faversham Play Area	Yellow
King George V Playing Field Sittingbourne Play Area	Yellow
King George V Playing Field Queenborough Play Area	Yellow
Leysdown Coastal Park Play Area	Green
Lovell Road Play Area	Green
Lower Road Play Area	Yellow

Manor Grove Play Area	
Mansfield Drive Play Area	
Maylam Gardens Play Area	
Millfield Road Play Area	
Milton Creek Play Area	
Milton Recreation Ground Play Area	
Minster Leas Fitness Zone	
New Road Play Area	
New Village Hall Play Area	
Noreen Avenue Play Area	
Nunnery Grove Play Area	
Powerstation Road Play Area	
Premier Way Play Area	
Queensway Play Area	
Randle Way Play Area	
Recreation Way Play Area	
Rectory Playing Fields Play Area	
Reedland Crescent Play Area	
Rooks View Play Area	
Rose Walk Play Area	
Rushenden Hill Play Area	
Samuel Drive Play Area	
Second Avenue Play Area	
Sittingbourne Recreation Ground Play Area	
Stangate Drive Play Area	
Stanley Avenue Bike Zone	
Sumpter Way Play Area	
Faversham Swimming Pool Play Area	
The Glen Play Area	
The Spinney Play Area	
Thistle Hill Community Centre Play Area	
Thistle Hill Community Woodland Play Area	
Vincent Gardens Play Area	
West Faversham Community Centre Play Area	
Whiteway Road Play Area	
Windermere Play Area	
Woodpecker Drive Play Area	

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Agenda Item 8

Cycling and Walking Guidance Statement 2018-2022 update

1. Purpose of the report

- 1.1 The [Swale Cycling and Walking Guidance Statement 2018-2022](#) was adopted by Swale Borough Council (SBC) Cabinet on 12 December 2018. The aim of the statement and the associated action plan is to enable the Council to support Kent County Council, and other partners such as local Town and Parish Councils, to proactively respond to funding opportunities and monitor ongoing improvements to the cycling and walking network. As the improvement of cycling and walking infrastructure is the responsibility of KCC, SBC's main role is to work in partnership and to lobby and influence where possible for improvements.
- 1.2 An update on the first year of the framework was produced in December 2019 which was shared with Cabinet members and Kent County Council. Although updates on progress are reported every two months to the Climate Ecological Emergency Committee, a more comprehensive second year update was delayed due to other work pressures and the Covid-19 pandemic.
- 1.3 The purpose of this report is to provide an update on the current progress of the Guidance Statement, which is due to expire in 2022, and to gather comments to inform the next version of the Statement.

2 Strategic background

- 2.1 The Guidance Statement interlinks with several of the Council's other strategies and policy documents including the:
 - Air Quality Action Plan (AQAP) 2018-2022
 - Climate and Ecological Emergency Action Plan (April 2020)
 - Draft Swale Transportation Strategy 2022-2037
 - Swale Green and Blue Infrastructure Strategy (August 2020)
 - Swale Visitor Economy Framework and Action Plan 2018-2023
 - Swale Economic Improvement Plan 2020-2023
 - Towards an Active Swale: Swale Active Lives Framework 2017-2022.
 - The Adopted Local Plan (Bearing Fruits 2031) and work undertaken during the current Local Plan Review.
- 2.2 The statement also supports the aims of Kent County Council's Active Travel Strategy and Rights of Way Improvement Plan 2018-2028 (ROWIP), as a strong walking and cycling network is part of the suite of measures which encourage a modal shift away from car usage.
- 2.3 These strategies will also provide the strategic context for the next version of the Swale Cycling and Walking Guidance Statement.

3. Swale Cycling and Walking Town Audits: Faversham and Isle of Sheppey

- 3.1 In Spring 2019, the Council used funding from Kent County Council's bid to the Access Fund, commissioned Sustrans to research and produce cycling and walking infrastructure plans for Faversham and the Isle of Sheppey. Sittingbourne was not included in this initial project because the limited budget could only cover two areas, and the town's road network was undergoing substantial change at the time.

- 3.2 Sustrans initially reviewed the data available about each area, looking at planning and highways information provided by SBC's Planning Policy team and Kent County Council's Highways department. Sustrans also visited each of the areas to complete a survey of the area to inform their recommendations. The final reports were delivered in June 2020.
- 3.3 The reports have so far been used to inform proposals to improve cycling and walking in the borough. A number of the recommendations, which were judged to be the most cost effective, have been shortlisted from the reports so that they can be considered in the future if there are future funding opportunities. The audit reports have also been shared with local Parish Councils and Kent County Council to help inform their work. The reports are available upon request by emailing cyclingandwalking@swale.gov.uk.

4. Faversham Local Cycling and Walking Infrastructure Plan

- 4.1 SBC also announced in February 2021 funding will be made available of up to £30,000 from the Special Projects Fund to commission, in partnership with Faversham Town Council, a Local Cycling and Walking Infrastructure Plan (LCWIP) for Faversham.
- 4.2 The final Plan will draw on the findings of Sustrans' town audit and sit alongside the 20's Plenty for Faversham scheme which aims to improve the environment for cyclists and walkers (by reducing speeds). The Plan will be used to inform Swale's next Local Plan and Faversham Town Council's Neighbourhood Plan.
- 4.3 The Planning Policy team and Members are working with Faversham Town Council and Phil Jones Associates on the LCWIP for Faversham with a particular focus on the impact of future developments and how these will be incorporated into the existing cycling and walking network with links to the town centre, train station, schools, employment sites, services and facilities.

5. Linking Coast to Downs project

- 5.1 The Linking Coast to Downs is a part of the Interreg Experience project, which is a multi-agency partnership (across UK and France) of which the Kent element is led by Visit Kent and the Kent Downs AONB. Some of this work is also sub-contracted to the Medway Swale Estuary Partnership to take advantage of their resource and local knowledge. SBC officers also meet quarterly with Visit Kent and Kent Downs AONB to engage with and monitor the wider Experience project. The aim of the project is to develop cycling and walking routes which link the Swale coastline with the North Kent Downs.
- 5.2 SBC Cabinet members and officers meet with partners quarterly to help inform and shape the Linking Coast to Downs project. The project group is also helping to ensure that the project contributes something new to the area and does not duplicate any existing projects in Faversham and Sittingbourne. The project is set to conclude in March 2023 but there may be elements of the routes which will be delivered before then.
- 5.3 The project team has so far developed three provisional routes and is currently ground-truthing to ensure that they are suitable. There is funding in the project to make some small improvements to the routes, so all problems on public rights of way and areas where interpretation or direction may be required are currently being identified. A key component of the project is to create experiences which benefit the

local business community. The team are exploring ways to provide benefits for local businesses, such as for example cycle racks paid for through the project. The project team is working with Faversham Town Council as well to refresh the local food trails so that they incorporate links to the new routes.

6. Area Committees

- 6.1 The Eastern Area Committee has funded a project called 'Town to Parishes', which is managed by Faversham Town Council. The project aims to complement the town's LCWIP (see section 4) and propose a set of routes for daily active travel between Boughton, Faversham, Teynham and local villages as well as making suggestions about how current connections can be improved.
- 6.2 The Western Area Committee also agreed on the 2 March 2021 to allocate £13,000 towards a Walking and Cycling Routes Project which could lead to an LCWIP for this area of Swale.

7. Natural England Coast Path

- 7.1 Natural England has made progress in the development of the England Coast Path, despite some delays caused by the Covid-19 pandemic. The paths in Swale are designed for walkers and will not be suitable in many places for cycling. SBC has provided information, advice and local knowledge to help inform the routes. The current update for each path within Swale is as follows:
 - The majority of the [Isle of Sheppey](#) stretch was approved by the Secretary of State on 12 November 2020, but further consideration is being given to a few areas. Where it has been approved, Natural England are working with local authorities to contact landowners about the infrastructure required. Once this is complete, new access rights will be brought into force along the route.
 - The majority of the [Iwade to the Isle of Grain](#) path was approved by the Secretary of State on 15 January 2020, with further consideration given to a few other areas. Work has begun with local authorities to make the route suitable for public use, including contacting the landowners about new infrastructure. Once this is complete, new access rights will be brought into force along the route.
 - The full route for [Whitstable to Iwade](#) was approved by the Secretary of State on 13 January 2021. Landowners in the affected areas are being contacted by Natural England about the design of the path, after which new access rights will come into force along the route.

8. Cycling and walking network action plan 2018-2022

- 8.1 An [action plan](#) was also adopted as part of the Guidance Statement to help with the planning and prioritisation of routes and improvements, as and when funding becomes available.
- 8.2 A number of the actions have been completed in the original plan including:
 - To support the Faversham Recreation Ground Bid to the Parks for People Improvement Programme which includes the restoration of historic walks and improved footpath services along boundaries.
 - Commission a cycling and walking audit of suggested improvements in Faversham, the adequacy of current routes and options to improve connectivity with Canterbury.

- Commission a cycling and walking audit of the Isle of Sheppey to take into account changes brought about by new employment development, Lower Road improvement and connections to Barton's Hill Drive.
- To create a cycling and walking map of the Isle of Sheppey to highlight existing infrastructure, links to schools and links to visitor attractions. Explore Kent is currently designing a new map to cover Faversham and the Isle of Sheppey which is expected to be ready for the 2022 tourism season. SBC Cabinet Members and officers have provided feedback during the design process to influence the look and coverage of the final map.

8.3 There was initially an intention to revise the action plan each year, but due to the changes brought about by the pandemic and in active travel, both in Swale and the wider country, a more significant review will be required to identify the current priorities.

9. Questions for Committee Members:

1. Do you feel the existing planned and proposed interventions are an appropriate spread of facilities for the borough?
2. Given that KCC has responsibility for cycling and walking routes, where can the SBC Cycling and Walking Guidance Statement add value?
3. What ways can we increase the promotion of active travel in Swale?
4. What are the strengths of the current Statement? Are there any weaknesses to be addressed in the refresh?
5. How aspirational would Members like the revised Statement to be – i.e. what balance should be struck between actions we are confident can be achieved and those we would undertake with a blank cheque book?

Agenda Item 9

Cabinet Advisory Committee	
Meeting Date	20 th October 2021
Report Title	Swale Cemetery Regulations 2021
Cabinet Member	Cllr Julian Saunders, Cabinet Member for Environment
SMT Lead	Emma Wiggins, Director of Regeneration
Head of Service	Martyn Cassell – Head of Environment & Leisure
Lead Officer	Jay Jenkins/Kerrie Houghting
Key Decision	Yes
Classification	Open
Recommendations	1. To note the report and the proposed regulations.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to seek Member input on the proposed Cemetery Regulations. Managing cemeteries brings with it an element of risk for the general public whilst visiting and this looks to establish the rules to encourage a safer and pleasant environment for all to enjoy.
- 1.2 The regulations cover the Council owned cemeteries throughout the Borough. As the landowner, the Council has responsibilities under both civil and criminal law in terms of health and safety whilst also addressing the needs of grave owners dealing with their bereavement and visitors enjoying the facilities.

2 Background

- 2.1 There is no statutory duty on a local authority to provide burial facilities but where they do then the management is governed by the Local Authority Cemeteries Order (LACO) 1977. Burial authorities are given the power to provide cemeteries by virtue of the Local Government Act 1972.
- 2.2 LACO 1977 gives burial authorities wide ranging powers of management to do what is considered necessary or desirable for the management, regulation and control of the cemeteries. We also have an obligation to keep the cemeteries in good order and repair from a safety element whilst maintaining records, plans, issuing deeds, etc.
- 2.3 The Council currently has a very out of date set of regulations that are not fully fit for purpose in helping to create a pleasant environment with the ease of maintenance. It is also necessary to consider the emotional aspect of this service whilst providing these facilities. A set of regulations enables us to help facilitate better provision, operation, administration and management to achieve the standards expected by the bereaved and the wider community for this service.

- 2.4 The current set of regulations that we work to were approved and adopted by the Council on 12th July 1995 so it has been necessary to review these, updating them and bringing in line with changes to industry standards and our local experiences and knowledge.
- 2.5 The Institute of Cemetery & Crematorium Management (ICCM) were involved in this review, offering their advice on the standards of service expected for the industry. They were founded in 1913 to provide policy and best practice guidance to Burial and Cremation authorities with the aim to raise standards for bereaved through promotion, education and training.
- 2.6 Some of the key changes to bring to the attention of Members are the introduction of clauses to help deal with items considered to be unsafe being left on graves ie alcohol, balloons, etc. to assist us with the control of anti-social behaviour such as persons creating a disturbance, playing games and drug taking. It also brings reference to the Public Spaces Protection Order 2020 in relation to dogs in the cemeteries.
- 2.7 These regulations help to clarify the process for booking a burial and when to notify us of extras such as horses, large congregations, large coffins. It introduces more safety legislation for memorial installations but gives them more choice as to who they should be registered with. It updates the office details as the District Offices have closed since the last version and a main point is that it brings in Iwade Cemetery which has recently opened. Some of the guidance for this site differs to others and we have tried to capture this in the regulations as we will need to be stricter for this new site.
- 2.8 We understand that cemetery users may have expectations of the historic regulations and we plan to work with Funeral Directors and grave owners to advise of any changes that need implementing from these amended regulations. We will also publish the document on our website to communicate the information and to refer the public to as necessary. It will be a joint effort of those mentioned to be able to implement and enforce on these rules so no additional resource necessary. Having clear guidance will make this task easier for all.
- 2.9 We may need to improve the signage to emphasize any of the rules on site.

3 Proposals

- 3.1 To note the report and the proposed regulations and seek views of the advisory committee before they are adopted and implemented.

4 Alternative Options

- 4.1 It could be considered to have different regulations for each cemetery but the issues that are being addressed could occur at any of the sites. Consistency across the Borough will stop any confusion and permissions. However, it has been necessary to add some additional information for Iwade Cemetery as this

new site does not offer all the options for grave types and there is a different specification for the memorials.

- 4.2 The option to do nothing and keep the existing regulations would mean that we would continue to operate using an out of date version of rules. This is not recommended as we would struggle to officially deal with some of the issues that have arisen over the years which we have tried to address as part of the changes. The regulations will help us to guide and enforce on some of these problems. It is also necessary to bring in reference to the new site and changes in the industry.

5 Consultation Undertaken or Proposed

- 5.1 As part of this process, we have consulted with the ICCM on a number of occasions to ensure we are working in line with recommended good practice and offering a service that is fit for the needs of the bereaved.
- 5.2 The review has taken place factoring in issues that have occurred over the last few years and have been discussed with various Managers so there has been internal consultation at a number of levels.
- 5.3 Some further advice has been taken from Specialists on particular items, but consultation has not taken place with the public yet. Following discussion at Cabinet Advisory Committee then our Grounds Contractors, Funeral Directors and Memorial Masons will be involved.

6 Implications

Issue	Implications
Corporate Plan	The regulations support a number of Corporate Plan objectives especially within the priority 'Investing in our environment and responding positively to global challenge'.
Financial, Resource and Property	<p>The cemeteries are maintained under the Grounds Maintenance contract with their staff on site for burials and contractual obligations. In addition to this, the Green Spaces team are involved in monitoring the sites and burial administration is carried out by the Service Delivery team.</p> <p>The creation of the Regulations has no direct financial implications. However effective management of the cemeteries will ensure that costs for providing burial services can be kept as reasonable as possible for residents of the Borough. Some expenditure on advertising the regulations may be required but can be covered within existing revenue budgets.</p>

Legal, Statutory and Procurement	Cemeteries are governed by the recommendations of the Local Authorities Cemeteries Order 1977 and powers are given under the Local Government Act 1972. In addition to this, for Civil and Criminal law there is a requirement to take responsibility for Health and Safety and a duty of care to visitors.
Crime and Disorder	The regulations look to incorporate Anti-Social Behaviour elements giving the powers to ask people to leave the cemetery if under the influence or causing a disturbance with subsequent legal action if necessary.
Environment and Climate/Ecological Emergency	The regulations look to reduce the type and amount of permitted commemorative items on graves. These can have an impact on wildlife and the environment. The effective maintenance of the site under the grounds maintenance contract will also look to promote biodiversity.
Health and Wellbeing	It is important that we provide residents with a range of options to remember those they have lost. Having a pleasant environment will help to improve the wellbeing of visitors. Clearer details will also give the bereaved better guidance at a time when they may be struggling with taking in the information and making clear decisions, so this should reduce the stress of the process.
Safeguarding of Children, Young People and Vulnerable Adults	The regulations state that children under 14 should be accompanied by a responsible adult. It also says that children should not be allowed to climb trees, memorials, etc for their own safety. Vulnerable adults are not addressed specifically in this document.
Risk Management and Health and Safety	Getting those who enter our cemeteries for work, pleasure or to visit the graves of loved ones to follow our guidance on what they can and can't do will help to minimise the risks on site. The risk for Health and Safety should be greatly improved.
Equality and Diversity	This process has been to update the previous regulations with recommended good practices for cemeteries. It tries to be as fair as possible to all and not to discriminate in any way. For the development of our new cemetery at Iwade we have considered religion as part of this process and worked with the local Muslim community to introduce a small section specifically to meet their needs. Unfortunately, due to the nature of these old sites, accessibility may be more difficult for the disabled but we will always try to work with them to assist if we are notified of any issues.
Privacy and Data Protection	We have systems in place to cover the holding of personal data in relation to burial information.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Cemetery Regulations – version October 2021

8 Background Papers

- 8.1 None.

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Cemetery Regulations

**Swale Borough Council
October 2021**

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1. Introduction

- 1.1. These regulations have been produced to ensure the effective management of Swale Borough Council's Cemeteries. They are intended to ensure that the cemeteries are maintained to a safe and high standard for the benefit of those who visit and work within them. They ensure a balance between the highest possible standards, whilst avoiding unnecessary restrictions on individual choices.
- 1.2. The Council reserves the right to alter or add to these regulations which shall come into force on the 1st of March 2021.
- 1.3. To assist with Swale Borough Council's ongoing commitment to bereaved people, visitors and workforce, we respectfully request that all visitors to Swale Borough Council's cemeteries comply with these regulations.
- 1.4. These regulations update the approved regulations of 1st October 1995 and will replace all former versions of the regulations prior to the commencement of this date.
- 1.5. These regulations apply to all cemeteries and burial grounds owned, provided or maintained by Swale Borough Council.
- 1.6. These sites include:
 - **Bell Road Cemetery**, Bell Road, Sittingbourne ME10 4EP
 - **Capel Road Cemetery**, Capel Road, Sittingbourne ME10 4HB
 - **Murston Cemetery**, Side of Murston Church, Church Road, Sittingbourne ME10 3RU
 - **Halfway Cemetery**, Western Avenue, Halfway, Isle of Sheppey ME12 3BS
 - **Love Lane Cemetery**, Love Lane, Faversham ME13 8BJ
 - **Iwade Cemetery**, All Saints Close, Iwade ME9 8SH
- 1.7. All funeral bookings, general enquiries and comments regarding the cemeteries should be directed to:

Cemeteries Administration
Swale Borough Council
Swale House
East Street
Sittingbourne
Kent
ME10 3HT

Telephone: 01795 417312
Email: cemeteriesadmin@swale.gov.uk
Web: swale.gov.uk

1.8. Burial registers for the following cemeteries are held at the following location

- **Bell Road Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT
- **Capel Road Cemetery** - Swale House, East Street, Sittingbourne ME10 3HT
- **Murston Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT
- **Halfway Cemetery** – Sheppey Gateway, High Street, Sheerness ME12 1NL
- **Love Lane Cemetery** – The Alexander Centre, Preston Street, Faversham ME13 8NZ
- **Iwade Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT

These are public records and are available to view by appointment only. Please telephone our Customer Service Centre on 01795 417850 to make arrangements.

2. Definitions

2.1. In these regulations, the following definitions apply:

The Council – Swale Borough Council and any successor

LACO – The Local Authorities Cemeteries Order 1977

Exclusive Right of Burial – The rights granted by the Council to the purchaser/s for a defined period of time not exceeding 100 years, which when exercised enable the grave owner/s to determine who is buried within a grave space or allow a memorial to be placed thereon. This does not constitute purchase of the land itself, rather the rights associated with the purchased grave.

Purchased Grave – A grave in which an Exclusive Right of Burial has been granted.

Grave Owner – The person/s to whom the Exclusive Right of Burial has been granted.

Interment – The burial of human remains including both a full body burial and cremated remains.

Authorised Officer – The Officer appointed by the Council for the management and undertakings within all cemetery sites.

Resident – Any person who lived in the Borough at their time of death, or for at least 15 consecutive years during their lifetime.

Non-Resident – Any person who was not living in the Borough at the time of their death, or who has not lived in the Borough for at least 15 consecutive years during their lifetime.

3. Administration

- 3.1. These regulations are made under and are in addition to the provisions of the Local Authorities Cemeteries Order 1977, The Local Government Act 1972 and any other appropriate legislation currently in force.
- 3.2. Where these regulations prohibit or limit actions which may be taken by members of the public, the Council reserves the right to take any action necessary to ensure compliance and to recharge the cost of that action to the person causing the contravention of the regulations.
- 3.3. The Council reserves the right to amend these regulations as required, and to deal with any circumstances or contingency not provided for in the regulations as necessary.

4. Admission to the Cemeteries

- 4.1. Cemetery visiting times are as follows:

N.B. All weekends and bank holiday hours are unaffected from the times below

Month	Open	Close
January	08:00	16:00
February	08:00	16:00
March	08:00	17:30
April	08:00	18:00
May	08:00	19:15
June	08:00	19:15
July	08:00	19:15
August	08:00	19:15
September	08:00	17:30
October	08:00	17:30
November	08:00	16:00
December	08:00	16:00

- 4.2. The cemeteries are places of peace and quiet reflection. They are also workplaces. Visitors to the cemeteries 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, scooters or similar are allowed in the cemeteries. No consumption of alcohol or non-prescription drugs may take place within the cemeteries and any person under the influence of such substances will be asked to leave.
- 4.3. Any person creating a disturbance, such as interfering with a funeral, grave, headstone, flowers, plants, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

- 4.4. Children under the age of 14 are welcome in the cemeteries but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any trees, monuments, memorials or other structure within the cemeteries.
- 4.5. Dogs are permitted in the cemeteries but are restricted to the main pathways and must always be kept on a short lead and under control, including clearing up any fouling. The Public Spaces Protection Order 2020 applies.
- 4.6. Vehicles are permitted in the cemeteries where it is appropriate to do so but they must not exceed the speed limit of 10mph and must obey any instructions given to them by an officer of the Council or our contractors as our representatives.
- 4.7. Vehicles must only be driven on the main driveways and avoid parking where it will cause a nuisance to other visitors or damage to graves or grassed areas.
- 4.8. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the cemeteries.
- 4.9. Visitors with special access requirements should contact the Council's authorised officer who would be pleased to assist.

5. General Regulations

- 5.1. No employee of the Council or Contractor is permitted to take any gratuity, or to undertake paid private work of any kind in connection with the cemeteries, either in their own time or during their employed hours.
- 5.2. No person shall canvass or solicit for business in the cemeteries.
- 5.3. The approval of the Council must be obtained before photographing or filming in cemeteries. Any photography or filming that is approved must not allow the identification of individuals buried within the cemetery.

6. Fees and Charges

- 6.1. The Council will publish a scale of fees and charges annually. Residents of Swale will qualify for reduced fees compared to non-residents.
- 6.2. All fees for interments, memorials, grave transfers or other works must be paid in full to the Council in advance.

7. Graves

- 7.1. Graves for the burial of full coffin interments or the burial of cremated remains are available in Swale Cemeteries. Bell Road, Capel Road, Halfway and Murston

Cemeteries only has the option of re-opening existing family graves for full burial or cremated remains.

- 7.2. All burials shall take place in a purchased grave with a current legal owner.
- 7.3. Where the Council's records indicate that a grave was not purchased in the past, then no burial or memorial works will be permitted without this first being resolved and any resolution must be justified/evidenced. If the grave is a communal grave, then this is unlikely to be possible due to other parties being involved.
- 7.4. The types of full graves available are lawn graves and kerb graves. Cremated remains graves have the option of flat or upright memorials. However, all types may not be available at each site so please enquire first. Further information on memorial regulations can be found in the memorial sections.
- 7.5. All graves will be excavated and prepared by the Council's approved contractors only. No other person or company will be allowed to undertake excavations within the cemeteries except with the express permission of the authorised officer. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 7.6. The maximum number of full coffin burials within a grave space shall be 2 for Shepney and Iwade cemeteries and 3 for Sittingbourne and Faversham cemeteries. This is subject to the size of the coffin/casket selected.
- 7.7. Graves that have been historically sold to accommodate up to 4 full burials will be honoured where possible.
- 7.8. For full burials in a coffin, the first burial shall be at the maximum depth available, unless otherwise agreed with the Council's authorised officer.
- 7.9. For burials of cremated remains in a full grave space, the grave owner will have a choice whether they are buried at the maximum depth available (incurring an additional fee), if future full coffin burials are required or at a depth of 914mm (36") if only being used for cremated remains. Where the grave is re-opened for cremated remains, following completion of full burials, then less than 914mm (36") may be achieved.
- 7.10. Where the family choose a larger sized coffin or casket, this may have an adverse impact on the number of burials that are achievable within a grave space due to being of a larger construction.
- 7.11. Where a coffin exceeds 762mm (30") in width, an additional fee will be chargeable to enable the grave to be prepared if possible. This may be difficult for a re-open or include the purchase of an adjacent grave if required and available.

- 7.12. In the 12 months following any burial, the contractors will monitor each grave to assess when soil is required to reinstate a grave and make the area level. This is subject to the grave being clear of items and it may also be necessary to mound the soil whilst it settles.
- 7.13. Following grave settlement, the surface of each grave shall be level with the surrounding ground and left suitable for turfing, if this applies to the grave type.
- 7.14. Artificial turf is not permitted for use in any of our cemeteries.
- 7.15. No unauthorised memorial shall be permitted on any grave space. This includes (but is not limited to) vases, jars, bottles or glass containers, plastic, timber or other types of fencing or artefacts of any type. The Council reserves the rights to remove any unauthorised or unsafe items.
- 7.16. The Council are looking to reduce the use of plastic or artificial items as these impact on the wildlife and environment. This includes (but is not limited to) the use of artificial flowers and we reserve the right to remove any items that are considered to be of risk or deemed excessive, inappropriate or of poor condition.

8. Exclusive Right of Burial

- 8.1. The Exclusive Right of Burial to a grave may be issued to either a single person or to a maximum of two people. In the case of joint ownership, each person will have an equal right to the grave and are responsible for authorising any re-opening of the grave or memorial works equally.
- 8.2. The Council no longer offers the option of pre-purchased graves.
- 8.3. Where graves have previously been purchased, the remaining period that the Exclusive Right of Burial runs for will be upheld.
- 8.4. In any instances where unforeseen circumstances prevent a pre-purchased grave from being able to be used, every effort will be made to provide an alternative grave space with no additional cost to the grave owner/s.
- 8.5. The Exclusive Right of Burial will not be issued in the name of any third party such as a memorial mason or funeral director, except in exceptional circumstances granted by the Council's authorised officer. The grave deed on every occasion will be sent directly to the grave owner unless they have given specific instructions otherwise.
- 8.6. The Exclusive Right of Burial to any grave also permits for a memorial to be fitted on the grave subject to the grave owner's permission, payment of any relevant memorial application fee and subject to the Council's regulations on memorials.
- 8.7. The Exclusive Right of Burial can only be transferred via the relevant legal process laid out in the Local Authorities Cemeteries Order 1977.

9. Coffins and Containers

- 9.1. Coffins, caskets and urns for burial must be made from suitable biodegradable materials such as wood, wicker, cane, bamboo, wool and cardboard. Non-biodegradable materials such as metal, fibreglass and plastic will not be permitted.
- 9.2. The coffin or container must bear suitable details to allow the identification of the deceased and this must be fixed so as to be visible to the authorised officer or their representative prior to the burial.
- 9.3. Details of any special type of coffin or container must be advised to and approved by the authorised officer at the time of the initial telephone booking and confirmed on the interment notice.
- 9.4. A coffin must not be opened in the cemetery without the permission of the authorised officer. Cremated remains containers may be opened for the purpose of scattering ashes.

10. Booking of Burials

- 10.1. A provisional booking for a burial must be made by telephone to the authorised officer at Swale Borough Council offices on 01795 417312.
- 10.2. The provisional booking must be followed up by the submission of a completed Notice of Interment, registration form and any other required burial paperwork to the authorised officer a minimum of **3 working days** in advance of the intended date and time of the funeral. Receipt of the accurately completed burial paperwork will act as confirmation of the provisional booking.
It may be necessary to request details of the coffin size or other information in advance to assist with the arrangements and preparation.
- 10.3. If there is any issue obstructing the receipt of burial forms by the Authority outside of the specified timeframe, then this should be brought to the authorised officer's attention immediately.
- 10.4. As much information relating to the funeral as possible must be given to the authorised officer in advance of the burial time, particularly if such information will assist with the smooth running of the service, such as but not limited to, horse drawn hearses, large congregations, large coffins, releasing of doves, singers or additional speakers.
- 10.5. In order to reopen a grave for a further interment, the written permission of the registered owner/s must be given through their signature on the Notice of Interment prior to the burial service.

- 10.6. If a grave owner is deceased and not the person who is to be buried, then a legal transfer of ownership must occur before a burial can take place. If the person being buried is the grave owner, the burial can be permitted (space permitting) but it would be advised to arrange for the transfer of ownership of the grave space at the earliest convenience. Advice can be given regarding this process by contacting Swale Borough Council offices on 01795 417312.
- 10.7. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on a grave to be opened is removed asap and at least **3 working days** in advance of the intended date and time of the burial. The memorial (including any landings or foundations) must be removed from the cemetery and stored at the memorial mason's premises until such time as they can be replaced following the burial service and appropriate settlement of the soil.
- 10.8. The authorised officer will determine the appropriate fees to be paid for the funeral which must be paid fully in advance.

11. Burials

- 11.1. At all times of the year, funerals will normally be permitted during the following times:

Monday	10:00 – 14:00
Tuesday	10:00 – 14:00
Wednesday	10:00 – 14:00
Thursday	10:00 – 14:00
Friday	10:00 – 13:00

Note: If using the chapel then bookings will take place 30 mins prior to the finish times, except for Friday which will be 60 mins.

The authorised officer retains the right to vary these times in exceptional circumstances and to charge additional fees if necessary.

- 11.2. All funerals will be subject to control of the authorised officer but will be represented by our contractors, who will meet the cortege at the cemetery gates or the previously agreed meeting place and direct the route to the chapel and/or graveside, as appropriate.
- 11.3. The time appointed for a burial must be punctually observed. The authorised officer reserves the right to delay a late arriving funeral in the event that it impacts on another service. Should unavoidable costs be incurred due to a late arriving or late running funeral, the Council will seek to recover these costs from the funeral director arranging the funeral service.

- 11.4. It is the responsibility of the person making the funeral arrangements to organise a minister, celebrant or other officiant for the funeral service if one is required.
- 11.5. Any floral tributes from the funeral service will be placed on top of the grave following the backfill and will remain in situ for a minimum of 14 days before being cleared by Council staff.

12. Memorials – General Regulations

- 12.1. All memorial masons applying to work in Swale Borough Council cemeteries must be suitably qualified to NAMM or BRAMM standards and must hold sufficient and suitable public liability insurance.
- 12.2. All memorial masons must agree to abide by the Council's regulations and work to current industry standards such as the NAMM Code of Working Practice/BRAMM Blue Book. All memorials and fixing methods must comply with the current version of the British Standard, BS8415.
- 12.3. Memorials must be constructed of materials suitable to the environment and of natural stone and fit for the intended period of the grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 12.4. Before any memorial can be erected or works undertaken to an existing memorial, an application must be submitted to the authorised officer on the appropriate form supplied by the Council. The application should include accurate dimensions, a drawing of the memorial, the exact wording for any inscription and details of the foundation and fixings to be used.
- 12.5. The memorial mason is responsible for checking that the size of the memorial will fit on site without causing any problems or inconvenience to other visitors or grave owners prior to submitting the memorial application.
- 12.6. The owner of the Exclusive Right of Burial must sign the memorial application form giving their permission for any proposed works. If the owner is deceased, a lawful transfer of ownership must be completed before any memorial permit can be authorised, subject to the provisions of the Local Authorities Cemeteries Order 1977.
- 12.7. Once an accurately completed memorial permit application has been received, the Council will then process this and issue the fixing mason with the appropriate paperwork to proceed with the works. The memorial mason will be responsible for ensuring that the ground conditions are suitable for installation, there is room for the memorial and foundation and that sufficient time has been left following the interment.
- 12.8. No memorials are allowed on graves other than those for which an application has been approved for a suitably qualified and insured memorial mason.

- 12.9. The right to place and maintain a memorial will only be granted for the same period of time that the Exclusive Right of Burial on any grave space has left to run.
- 12.10. The Council may take specialist advice when considering the suitability of any memorial to be placed in the cemeteries. The cost of this advice must be paid for by the person applying for permission to place the memorial in the cemetery.
- 12.11. The Council reserves the right to reject any application that is deemed inappropriate. Should the Council give approval, the memorial must not be taken into the cemetery until the memorial mason (or funeral director on behalf of the applicant) have received the authority to install.
- 12.12. Memorials shall be placed on the grave space so that the centre of the memorial shall be in line with the centre head position of the graves unless permission has been otherwise granted by the authorised officer.
- 12.13. The memorial mason must inscribe their company name, grave and section reference either on the reverse of the memorial or either side of the base plate in lettering not exceeding 25mm (1") in height. No trademark, phone number or other advertising is permitted.
- 12.14. Memorial masons will only be allowed to work within the cemeteries between office opening hours. No work is permitted outside of these hours without the express permission of the authorising officer.
- 12.15. All memorials or other materials for any memorial or grave may be brought into the cemeteries by a light motor vehicle with a maximum laden weight of 3.5 tonnes along the main roads in the cemetery in such a manner as the authorised officer may direct.
- 12.16. Any such vehicle must be removed from the cemetery immediately on request from the authorised officer or their representatives. Any damages arising which may be caused to the grounds, walls, trees, buildings or memorials or any other part of the cemetery shall be repaired at the expense of the business or person responsible for carrying such materials.
- 12.17. Memorial masons must remove all risings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not permitted 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 memorial, prior to the grave being excavated and stored at their premises.

13. Temporary Memorials

- 13.1. A temporary wooden marker may be placed on the grave as soon as practicable after a burial bearing the name of the person interred and may also show additional information such as their age, date of death or grave reference.
- 13.2. The temporary marker is for the purpose of identifying the grave until the placing of a headstone or other permanent vase or memorial.
- 13.3. Temporary markers will be permitted for a period of 18 months following a burial service and removed either after this period or at such a time that the temporary marker falls into disrepair.

14. Memorials – Lawn Graves (Note - Iwade Cemetery has specific technical guidance)

- 14.1. In lawn section memorials shall not exceed 1000mm (39") in height measured from ground level, 1000mm (39") in width and it is recommended to be at least 76mm (3") in thickness. Vases shall not exceed 200mm (8") in height.
- 14.2. Memorials must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.
- 14.3. Lawn memorials must be set in straight lines and may feature up to two flower vases incorporated into the base. No other vases, railings or artefacts that will impede grass cutting are permitted on the grave. The planting of fresh flowers may take place at the head of the grave in an area of up to 3 square foot immediately in front of the lawn memorial.
- 14.4. The Council reserves the right to remove any items from the grave that do not comply with regulations and that present a health and safety risk or interfere with proper maintenance of the cemetery. Such items include, but are not limited to: Balloons, alcohol, trees, solar lights and ornamental edging.
- 14.5. Such items will be stored by the Council for 90 days and may be collected during this time by prior notification to the authorised officer. Should any items not be collected within this time, they will be disposed of at the Council's discretion. Items that are broken or dangerous will be disposed of immediately.

15. Memorials – Full Memorial Graves

- 15.1. On plots where kerb memorials are permitted, lengths shall not exceed 2135mm (84") and widths shall not exceed 915mm (36") excluding the foundation stone/landing which should be appropriate for the size of the installed memorial. Kerbstones are restricted to these areas and cannot be added or placed on lawn graves. Any height above 1000mm (39") will need to be considered by the Councils authorised officer, must be appropriate to the surrounding area and structurally sound.

- 15.2. Memorials must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.

16. Memorials – Cremated Remains Graves

- 16.1. There are currently two types of cremated remains memorials. Some sections of the cemeteries have separate plots for these, therefore the memorial should be designed for the appropriate area.
- 16.2. Flat ashes memorials shall not exceed a width and length of 760mm (30"). The tablet should not exceed 150mm (6") in height from the ground.
- 16.3. Upright ashes memorials shall not exceed a height of 1000mm (39") and width of 760mm (30"). A small cremation kerb is allowed, but the overall feature should not exceed 760mm (30") in depth.
- 16.4. Memorials should be set in straight lines and must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.

17. Care of Graves and Memorials

- 17.1. All memorials are the sole responsibility of the grave owner during the period of the Exclusive Right of Burial of the grave, and the Council shall not be held responsible for any damage to or caused by the memorial. Due to ever increasing costs of Memorial purchase and maintenance, it is recommended that owners make arrangements to insure their memorial.
- 17.2. The Council reserves the right to repair or make safe any memorial that becomes unsafe or falls into disrepair and to recover any expenses from the registered owner.
- 17.3. The Council will undertake routine safety checks of all memorials and will notify the grave owner at the last registered address, where it is possible to do so, to make them aware of the concerns. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs.
- 17.4. The Council reserves the right to temporarily make safe any memorial that poses a threat to health and safety until such works in 17.3. are completed.
- 17.5. If required repairs are not made by the grave owner, the Council reserves the right to either repair or remove the memorial at the grave owner's expense.
- 17.6. Grave spaces are required to be kept in an orderly condition and all litter must be removed from the cemetery.

- 17.7. All flower holders or other items left on graves are at the owner's risk. The Council cannot be held responsible for any damage howsoever caused. The Council reserves the right to remove any articles from any grave that are likely to cause risk, damage or offence to other visitors of the cemetery, or that interfere with the Council's management of the site.
- 17.8. No tree shall be planted on any grave space. Only suitable planting such as annual bedding or small shrubs will be permitted in the head border of a lawned grave. The Council may remove plants or trees that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's overall maintenance of the cemetery.
-

1. Introduction

- 1.1 These notes are supplementary to the Swale Regulations 2021.
- 1.2 These notes set out additional guidance in relation to the setting out and methods to be adopted specifically for graves within Iwade Cemetery situated at All Saints Close, Iwade ME9 8SH
- 1.3 Attention is drawn to the drawing titled 'Iwade Cemetery Grave Layout,' Appendix A.1 attached, which shows the layout of the grave plots and gravel trenches that have been provided for the purposes of installing headstones. Some of these trenches have pre-installed bases for accommodating headstones and others contain only gravel, a land drain and membrane.
- 1.4 The drawing titled 'Iwade Cemetery – Existing Shoe in Gravel Trenches,' Appendix A.2 attached, shows the arrangement of the trench with installed Shefford shoe foundations and the drawing titled 'Iwade Cemetery – War Memorial Shoe Installation Details' Appendix A.3 attached, shows the detail for the gravel-only filled trenches, using the War Memorial type of shoe. It should be noted that some additional excavation is required to accommodate the War Memorial shoe; the gravel trenches were designed for the installed shoes and these are no longer available. These additional excavations are set out in the latter drawing and will require an approximately 914mm wide x 102mm long x 127mm deep (36" x 4" x 5") adjustment to the trench; dug by hand with particular attention to be paid to the existing land drain – this is to be retained and relocated accordingly within the trench. The excavation shall be carried out on the 'downhill' side of the trench, facing in a South Easterly direction. All dimensions to be checked on site.
- 1.5 Headstones for both types of foundation shall be 76mm (3") in depth in order that they fit into the Shefford shoe/War Memorial shoe and shall be set into an approved mortar; Ordinary Portland Cement (see also 1.8).
- 1.6 Please note that surface-placed memorial planters will be permitted, of the type roughly shown in drawing titled 'Memorial Planter, Appendix A.4 attached, and free-standing units, but these must be contained within the gravel bed in front of the headstone and shall not overlap onto the timber edging and grass, or exceed the width of the headstone. The dimensions for any such planter(s) shall be ascertained prior to installation to ensure compliance with this condition and shall not exceed 2 Nr units in any case. Notification and details of the arrangement of the planter is to be submitted to Swale Borough Council also prior to installation.
- 1.7 It should be noted that when selecting any reinforced pre-cast concrete foundations, the mason must firstly consult the foundation manufacturer to confirm that their foundations fully comply with the current BS8415:2018 Recommendations for the Reinforcement of Pre-cast Foundations. Also note that no actual size of pre-cast concrete lawn memorial foundation is stipulated in BS8415 but, for standard lawn

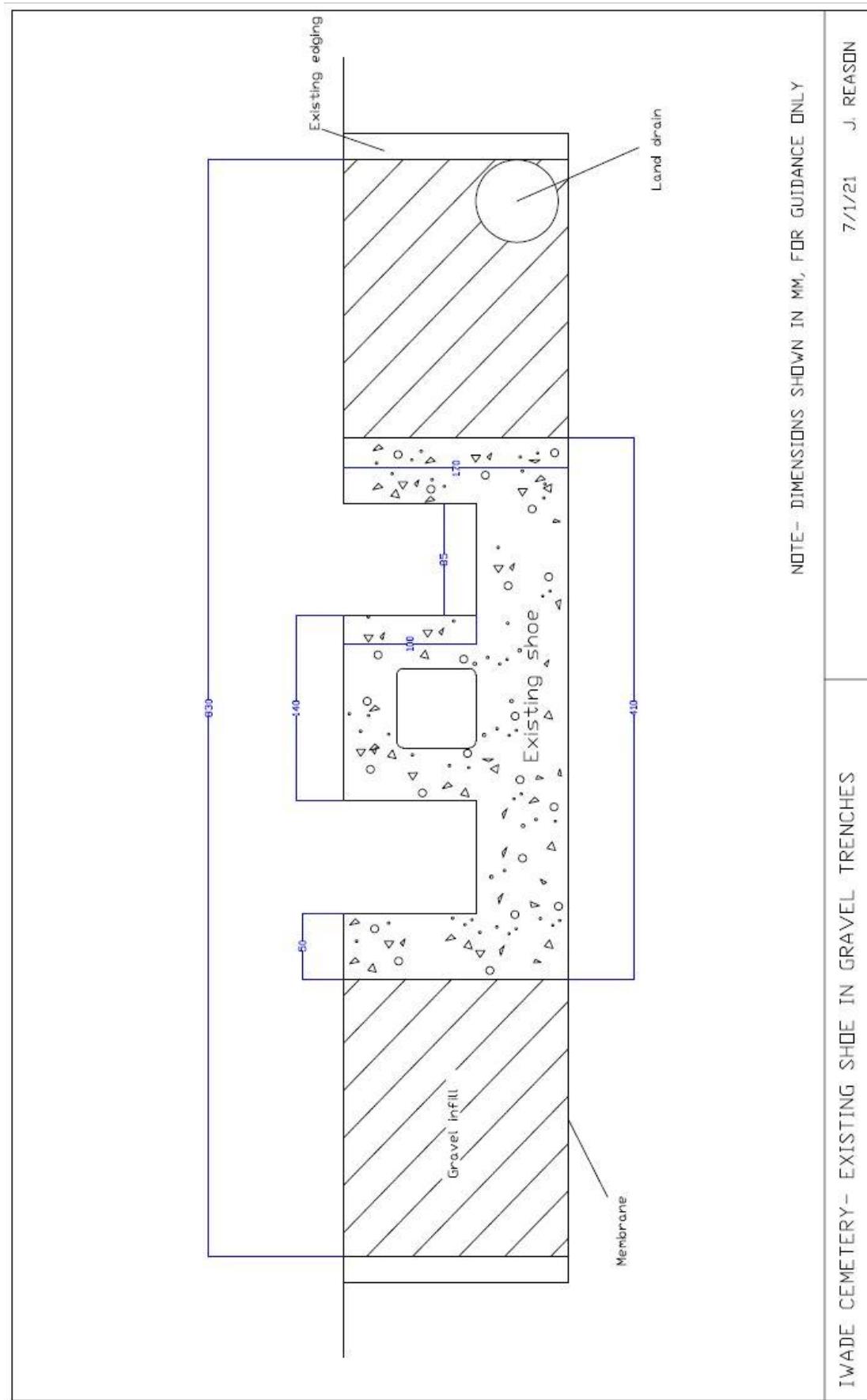
memorials, BRAMM Blue Book (Reference guide for Memorial Masons and Burial Authorities) strongly recommends that a minimum size should be 914mm x 381mm x 76mm (36" x 15" x 3") for suitably reinforced concrete. In line with this, memorials should have dimensions of 1219mm x 610mm x 76mm (48" x 24" x 3") as a maximum, and 914mm x 559mm x 76mm (36" x 22" x 3") as a minimum size requirement, given that 152mm – 229mm (6"- 9") of this will be below ground level leaving a maximum of 1000mm (3' 3") visible. The minimum size above will allow two inscriptions of reasonable length plus some additional space for any embellishment/artwork/ carving/photoplaques etc, should this be required. Maximum size has been calculated for three or so inscriptions.

- 1.8 These explicit guidelines have been issued to avoid the use of memorial stones that do not comply with BS8415 and the repercussions of over- or undersized stones that will not be suitable for the foundations required/already installed. Any alterations or adaptations to new or existing foundation shoes is not permitted. Only the foundation arrangements on the attached drawings shall be used at Iwade, with the specified memorial stones as set out in 1.6. No other arrangements or deviations from sizes or methods is permitted and any installation will require approval by Swale Borough Council with details to be provided as necessary.
- 1.9 It is necessary that 'moderate' pointing only be employed (preventing memorial 'rocking') to allow ease of lifting the stone(s) when/as necessary. It is considered that any further action other than this will lead to broken foundations and subsequent potential long-term instability. Only Ordinary Portland Cement pointing shall be used; chemical fixing will not be permitted.
- 1.10 The installed shoes comply with BS8415 and have been load-tested for validation. Swale Borough Council is responsible for the structural integrity of the installed shoe foundations and any failure thereof including any future movement of the shoe when compliant memorial stones have been fitted. This responsibility will not be valid however if there is any damage caused to existing shoes or the guidance within these notes has not been followed. In the event of any damage caused, the mason will be responsible for rectifying this or replacement at his own cost. The mason will be responsible for newly installed War Memorial foundations and shall provide guarantees/warranties accordingly for structural integrity/non-movement and memorial stone stability.

IWADE CEMETERY GRAVE LAYOUT

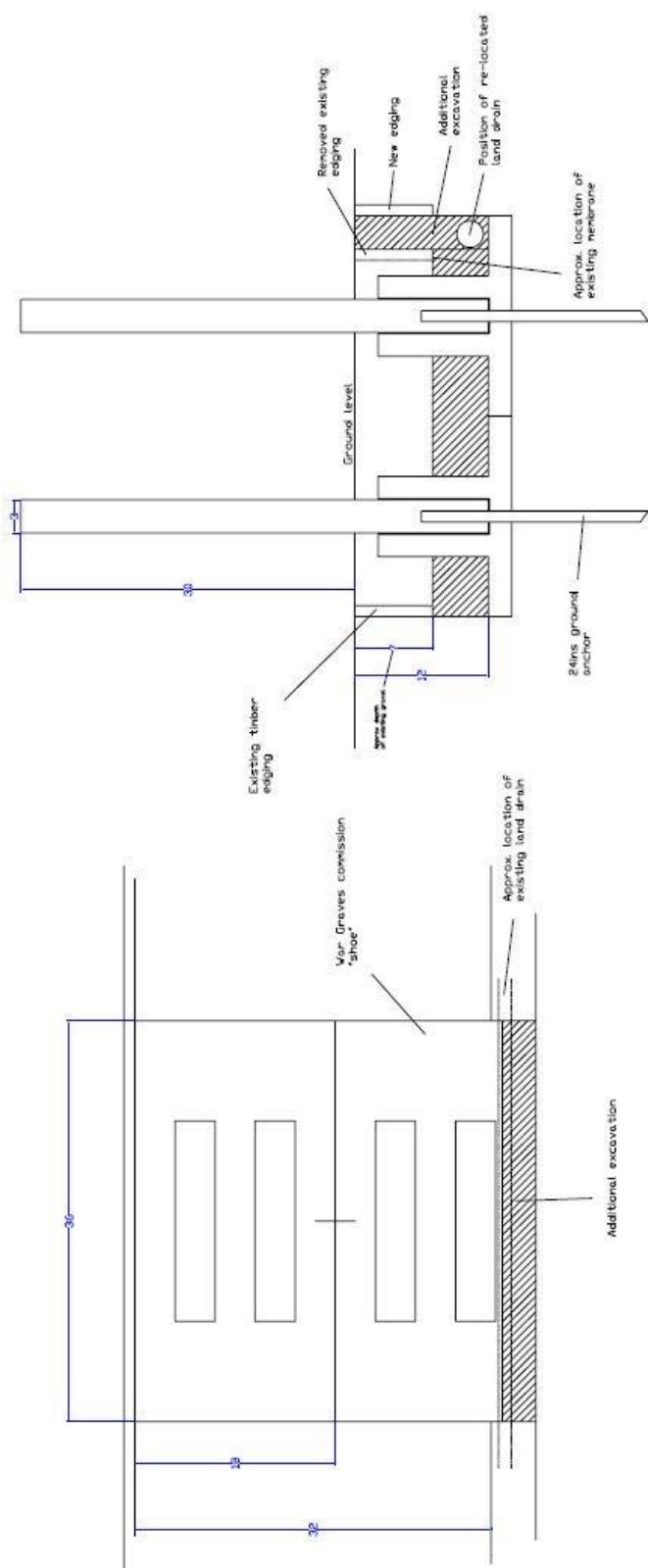
APPENDIX A.1



IWADE CEMETERY – EXISTING SHOE IN GRAVEL TRENCHES**APPENDIX A.2**

IWADE CEMETERY – WAR MEMORIAL SHOE INSTALLATION DETAILS

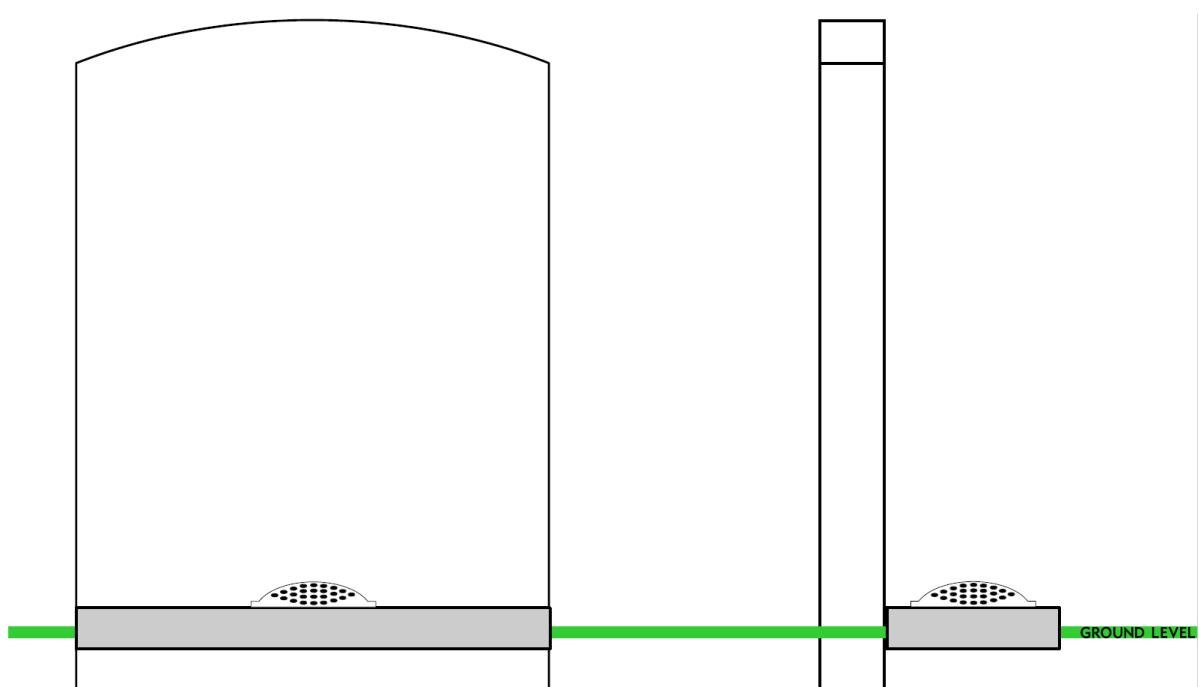
APPENDIX A.3



NOTE - DIMENSIONS SHOWN IN INCHES

7/1/21 J. REASON

IWADE CEMETERY WAR MEMORIAL "SHOE" INSTALLATION DETAILS



1. Car Park

The car park area is shared with Iwade @ The Barn Trust. Please park responsibly and do not block access to the facilities or any gates. Vehicles should not be left in the car park overnight. The Trust reserves the rights to lock the gate if they encounter problems with the site.

2. Toilet facilities

There is a toilet within the barn, which is available for our staff/contractors use only.

3. Burial Ground access

Only contractors or hearses are permitted to drive through the inner gate which leads to the grave plots. There is limited space at the hammer head for turning and it is designed for a vehicle to pull into one side and then back into the other.

4. Burials

The cemetery includes full burial plots, child plots plus a small section for Muslim burials and cremated remains. There is no funeral bier on site so please be aware of this for carrying the coffin to graveside.

5. Floral tributes

Funeral tributes can be placed across the length of the grave after the burial but faded and dying flowers will be removed by the Contractors when it is appropriate to do so. For families maintaining the grave space, only the shingle area can be used and this must not encroach on adjoining graves.

6. Memorial works

Iwade Cemetery allows headstones only – there are no kerb sections and monolith memorials are fixed using either one of the provided ‘in situ’ Shefford Shoe or a Commonwealth War Grave shoe type fixing. Please refer to the separate technical guidance on installation and use of the foundations needed for the memorials.

The shingle section sits outside of the burial space so allows for the placement of the memorial quicker than is permitted on other sites within the borough. An application will need to be made in the usual way but the memorial can be installed once approved and when the Mason is able to supply it.

There is the option of a vase plinth being added to the memorial but nothing should be placed in the buried section which will be maintained as lawn only for ease of maintenance and for a more uniform visual appearance at this site. Any unauthorised items will be removed.

Memorials will be installed back to back, apart from a few areas at the end of rows where this is not possible and also the Muslim section where the layout has single rows.

The cremated remains section will allow upright memorials only and must comply with our regulations for this style of memorial.

It is not permitted to install any surround or structure at this site and there should be no planting. Section 14.4 of the regulations apply for all cemeteries but in addition there should be no personal artifacts so these are left at the owners risk and any unauthorised items will be removed.

7. Facilities

There is a litter bin for visitors to use.

There is a standpipe available for access to water for fresh flowers.

There is a plan of the site available for viewing on the noticeboard.

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