



## MANAGEMENT OF MEMORIALS POLICY

### 1. Introduction

- 1.1. These regulations apply to all cemeteries owned and/or managed by the Council.
- 1.2. Currently the sites include:  
Firs Road Cemetery  
Barfield Road Cemetery

### 2. Memorials

- 2.1. The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy.
- 2.2. All memorials fixed in the cemetery must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).
- 2.3. Ground anchors and fixing systems used in the construction of memorials must have a Certificate of Compliance with BS8415 (Latest version).
- 2.4. Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 2.5. Memorials will only be permitted on purchased graves by the registered grave owner.
- 2.6. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined other than the installation of proper kerb sets by a BRAMM accredited memorial mason. On lawn sections no objects must be placed on the length of the grave or around the stone.
- 2.7. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Cemetery Clerk on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible memorial mason.
- 2.8. All applications for additional inscriptions, cleaning work or repair work to memorials must be made by the registered owner of the Exclusive Right of Burial and be approved by the Council before any work can be carried out.

- 2.9. Headstones must be put up in line with the headstones of adjoining graves and in a position approved by the Council.
- Lawn Memorials** - The maximum height is 3', the maximum width is 2' and the depth is 12". The memorial must be a minimum of 3" thick.
- Traditional Memorials** - The Council will consider applications for larger memorials subject to them being satisfied that the installation is compliant with current recognised industry standards. The Council will also consider the installation of kerb sets if they are constructed to current recognised industry standards.
- Cremated Remains** - The maximum height of a memorial is 16" x 12" mounted on a block 12" x 8" both 2" thick.
- Only the granite or other stone plinth included within the authorised measurements can be above ground, any lower concrete plinth must not be visible. These conditions are strictly observed.
- Once the work is completed, the Council may carry out any test or check to verify compliance with the regulations and permit and may require the mason to attend and assist. The mason will immediately carry out any remedial action on any memorial failing such a test.
- 2.10. Memorials must be constructed of materials suitable to the environment and period of grave lease.
- 2.11. The Council reserves the right to reject an application for any memorial or inscription that it deems unsuitable.
- 2.12. The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1 inch high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1 inch high. On kerbstones the grave number must be inscribed on the right hand side of the foot kerb.
- 2.13. Work on memorials in the cemeteries can only be carried out between 9am and 3pm, Monday to Friday. The stonemason and/or his/her staff must advise the Council of when they intend to be working in the cemeteries.
- 2.14. Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible 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 memorials prior to the grave being excavated.
- 2.15. Wooden crosses are temporary markers and must be removed once a memorial stone is in situ.

### **3. Care of Graves and Memorials**

- 3.1. All memorials erected are the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- 3.2. All memorials removed in order to allow additional interments to take place should be refitted without avoidable delay. The responsibility for the correct removal and replacement lies with the owner of the Exclusive Right of Burial or with the person who requested the interment.
- 3.3. Grave spaces must be kept in a neat and tidy condition and all litter must be removed from the site.

- 3.4. All flower holders must be made of non-breakable material for the safety of staff and visitors. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.
- 3.5. Floral tributes can be left at the graveside, without any plastic wrapping or degradable materials, as this can be a potential danger to the surrounding animals and wildlife.
- 3.6. No trees may be planted on graves. Suitable planting such as annual bedding or small shrubs with a maximum height of 20 inches will be permitted on traditional graves only.  
No planting is permitted on lawn graves.  
The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.
- 3.7. The Cemetery Clerk or designated Council official reserves the right to make the final decisions.

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