

Information for deed holders, next of kin and contractors

Rules

1. Location of graves

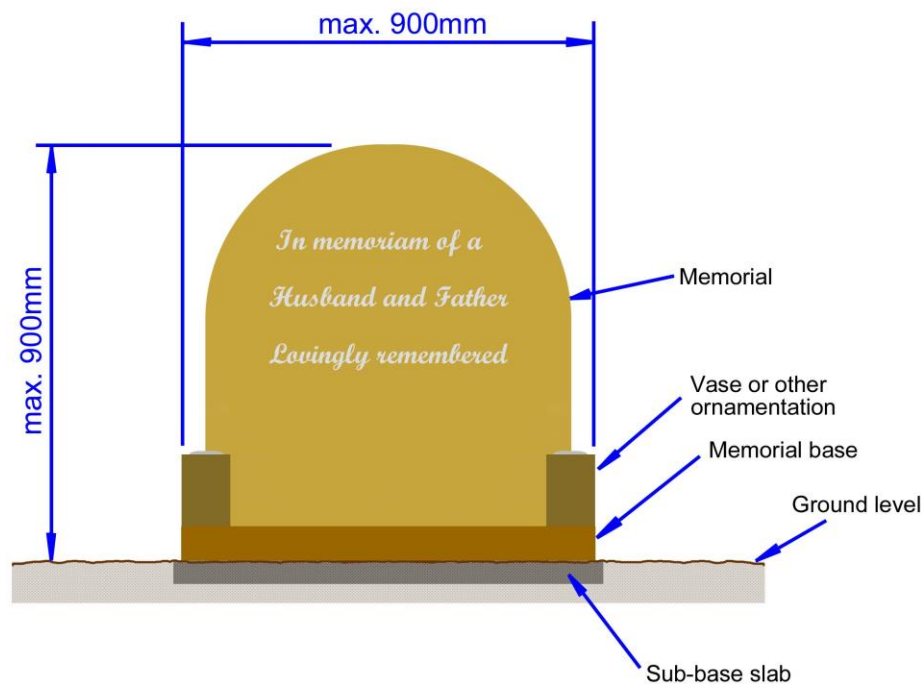
Grave and cremation spaces are allocated on a next available basis only and cannot be pre-purchased.

Procedure for the Introduction of Memorials

Permission from the Parish Council **must** be obtained for the introduction of any memorial. This will normally be completed by the monumental mason undertaking the installation. All memorials must meet the specifications provided. All local monumental masons and funeral directors receive comprehensive details of the procedure involved and requirements of the Parish Council.

The sizing of approved memorials is as follows:

- Minimum thickness for any headstone will be 75mm
- The maximum depth from front to back of a lawn memorial will be 450mm; in any event, no memorial shall protrude into a mown lawn section.
- The maximum width for any part of the memorial shall be 900mm; any flower containers, vase holders, or other components, must be contained within this area.
- The maximum height for any headstone will be 900mm measured from ground level.
- The headstone must be located at the western end of the grave plot, and the epitaph must face over the grave.



Maximum & minimum sizes of headstones
The minimum allowable thickness for any headstone will be 75 mm.
The maximum depth from front to back of a lawn memorial will be 450mm, in any event no part of a memorial shall protrude into a mown area on any lawn section.
The maximum width for any part of the memorial shall be 900 mm, any flower containers, vase holders or other components must be contained within this area.
The maximum height for any headstone will be 900 mm measured from ground level.

2. Kerbstones

Kerbstones are **not** permitted in the cemetery, except in the case of replacement or repair of an ancient memorial; a monumental mason would be required to carry out the replacement and fitting.

3. Unauthorised and Unofficial Adornments

Bramley Parish Council's insurers recently advised that unauthorised and unofficial adornments are not covered under their public liability insurance. Therefore, the Parish Council's liberal approach to these additions can no longer be maintained.

It should be noted the creation of small "gardens", railings, chains, pavers, edgings, chippings, shrubs, trees, and other such additions are not permitted and will be subject to the following procedures.

Should an unofficial or unapproved memorial be placed on a grave or cremation plot, a notification will be issued giving a three-month period to remove the items. Should the items remain after this period, they will be removed and stored for a further three months before being disposed of.

4. Materials and Inscriptions

There are no restrictions on the type of stone used, the shape, or design of the memorials, provided that they meet the current required sizing specifications of the Parish Council.

There are no restrictions on what can be inscribed on a memorial. However, no advertisement, or trademark should be included in the inscription. The Mason's name and plot number may be inscribed at the side, or on the reverse in unlead letters.

5. Cremated remains

The scattering of cremated remains is **not** permitted in Flash Lane Cemetery without permission from the Parish Council; this is to allow the proper maintenance of the cemetery records as required by law.

6. Flowers

The design of a headstone may include one or more integral receptacle for plants or cut flowers. No plants, shrubs, or trees may be planted on grave spaces, and no other containers for cut flowers may be placed on a grave.

Wreaths and cut flowers may be laid on any grave but must be removed as soon as they appear to be withered. Bramley Parish Council reserves the right to remove these as they see fit. Christmas wreaths must be removed by the end of February following. Should this not occur Bramley Parish Council will perform the task before the first grass cut in March.

7. Levelling of Gravemounds

The nature of a Cemetery means ground movement often occurs. In order to maintain a safe environment, any movement of ground will be rectified as and when necessary by Bramley Parish Council or approved Cemetery contractors, with no prior notice to the deed holder or next of kin.

Procedures

Unsafe Memorials

It is often wrongly assumed that memorials are permanent structures, installed to the highest standards, that will last forever without any need for repair. Sadly, this assumption has cost the lives of a few people nationally, most of whom have been children, and there have been countless accidents ranging from bruising to severe crush injuries, and bone breakages.

Bramley Parish Council, like other cemetery and burial ground owners, has a duty of care to all visiting the cemetery, however the memorials do not belong to the Parish Council; they remain the property of the Deed Holder to the Exclusive Rights of Burial, or their successors in title.

The following parties have responsibility for memorial safety in Flash Lane cemetery:

- The Parish Council has health and safety responsibilities to its employees, contractors, and visitors under the Health & Safety Act at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, which places a legal duty on the Parish Council to assess the risks from cemetery structures and work activities, and ensure risks are controlled. The Parish council has powers, under the Local Authorities' Cemeteries Order 1977 to make safe any headstones or kerbs.
- A monumental mason has the responsibility to work in accordance with the Parish Council's conditions and specifications for memorials, and in accordance with prevailing British Standards available within the industry, the National Association of Memorial Masons (NAMM) Code of Working Practice, and the British Register of accredited Memorial Masons.
- An owner, the deed holder (or successor in title) of a memorial has the responsibility to maintain it so as not to present a hazard.

Inspections

The Bramley Parish Council will carry out safety inspections on all memorials as part of an ongoing process based on the Cemetery risk assessment, and as a priority this will involve identifying those memorials which present an immediate and significant hazard and making them safe.

In cases of immediate danger, the Parish Council is empowered under the provision of the Local Authorities Cemeteries Order 1977 Article 6(1) to take immediate action in order to make safe dangerous memorials, by laying any unstable memorials flat, and placing a correction notice on the grave-plot giving a 6-month window of notice for the specified corrections to be made.

The Parish Council will undertake visual inspections and hands tests; it will not utilise a mechanical method of testing (topple test).

Inspection Process

Ongoing visual examinations will be performed to check for warning signs of memorial instability as follows:

- Movement from vertical position
- Cracks in headstone or base
- Ground settlement
- Waterlogged ground
- Missing parts

To ensure we take a proportionate approach, consideration will also include:

- Is it near a regularly tended grave or in an unfrequented area?
- Is it supported by an adjacent headstone or wall?
- The height of the memorial and risk presented
- The likelihood of the memorial seriously injuring someone

Should a memorial fail a visual inspection a safety assessment to test to ascertain whether the memorial can withstand a reasonable hand force will be performed. This force aims to replicate the force of a person falling, pushing, or pulling against a memorial.

Action (as a result of inspection)

At the completing of the testing of each memorial, our contractor will identify:

- Category 1 – Requires immediate action. The memorials within this classification will be made safe immediately as part of the inspection process, by laying the headstone flat or removal to the storage area.
- Category 2 – Repair within 6 months. The memorials within this classification require remedial works within six months to ensure their long-term safety. These include movement in old kerbs, corners loose on old kerbs, and where there is movement of the memorial, but it currently passes the hand pressure test.
- Category 3 – Pass. The memorials within this classification are considered to be stable, not dangerous in any way, and are to be reassessed within ongoing process.

Any memorial in categories 1 or 2 will have a notice attached explaining the situation, and with contact details for further information.

The Parish Council will endeavour to contact the owner of the memorial at the last known address.

In the event that an owner cannot be contacted or does not respond within the 6-month time frame given, an unsafe memorial in category 2 will be made safe by an approved stonemason or contractor at the cost of the next of kin. This could include laying the memorial flat with the inscription visible within the grave space or removing any memorial that cannot be laid flat without obstructing the paths or access. It is not the Parish Council's policy to undertake permanent repairs.

Any removed gravestones or items will be kept for a reasonable period, available for collection, following the removal process. Details of contact for further information will be provided on the notice but can also be found on the Bramley Parish Council website and its facebook pages

Risk Assessment

Any person inspecting memorials will be familiar with the Parish Council's general risk assessment for Flash Lane Cemetery.

In the event that the Parish Council instructs a third party to undertake checks on the memorials, we will require evidence that the person(s) contracted to undertake the testing have appropriate Public Liability and/or Professional Indemnity Insurances.

Memorial Owners

Bramley Parish Council recognises that the assessment process may be upsetting for members of the public, and regrets any distress that it may cause. However, it is better that a memorial is assessed rather than be left to pose a danger to people and any consequences that may arise.

If a memorial must be made safe at the time of inspection, deed holders can then choose too either:

- Take no further action

OR

- Have the memorial repaired

deed holders wishing to have the memorials repaired will need to arrange the necessary remedial work with a qualified stone/memorial mason. All memorial masons must undertake the repair up to the minimum standard as recommended by NAMM or equivalent; if a memorial is outside any guarantee period, they will likely charge a fee.

Repairs can only take place **after** a Memorial Application form has been authorised by the Parish Council, there is no fee for this authorisation; its purpose is to maintain a record of safety repairs.

No attempt should be made to repair or remove any memorial except by a properly qualified memorial mason.

The Parish Council must be given prior and proper advice of any proposed works.

These rules and procedures will remain effective until revoked or reviewed, and apply to the Flash Lane Cemetery in the Parish of Bramley.

Visual inspections will continue to be carried out by the Parish Council team during their normal working routines; should any memorials fail these random visual tests, the employee/ contractors will report their findings to the Parish Council, who will then act in accordance with the policy described above.

If you have any questions concerning these rules, please contact the Parish Council on 01709 544590 or email cemetery@bramley-pc.net

Additional Specification and conditions of works in Bramley Cemetery

The following special conditions must be conformed to when working with memorials in Bramley Cemetery.

Components & dowels

These items must be installed in accordance with current National Association of Memorial Masons Code of Working Practice.

Foundation & construction

These items must be instated in accordance with current National Association of Memorial Masons Code of Working Practice.

Where a concrete beam is not provided, the foundation will consist of a minimum of a concrete reinforced slab of 75mm thickness.

The base of the memorial must be connected to the ground by means of a ground anchor system approved by the National association of Memorial Masons. Where masons wish to add additional bases, these will be allowed provided the whole memorial does not exceed the height stipulated and provided that all components are held together with appropriate fixings as determined in the National Association of Memorial Mason's recommended Code of Working Practice.

The whole memorial must be able to withstand a pro-rata force of 35 kg when applied at 1 meter from the ground level.

Ground must be exposed and topsoil removed to ensure that the memorial foundation is resting on stable ground.

Where it is not possible to erect a foundation onto subsoil because of a recent excavation, or where the ground has been disturbed, then a settlement period decided by the Authorised officer on application must elapse prior to the installation of a memorial.

Where it is not feasible to expose the soil to subsoil level, it will be necessary to provide additional depth of concrete foundation, this will be decided in consultation between the Parish Council and the Mason prior to the application receiving approval.

Carrying out work on a memorial

Work on a memorial including cutting additional inscriptions, re fixing to install a ground anchor system, providing a new memorial, or replacing a memorial, may only be commenced upon receipt of approval by the cemetery manager.

Masons carrying out work must carry their permits with them and produce them when

requested by any authorized officer of the Council. Once the work has been carried out masons must ensure that the approval certificates are returned to the cemeteries offices within 3 working days of completion of the work.

Inspection / supervision of memorial installation by the Council may be carried out from time to time to ensure that masons are adhering to the conditions of this scheme and the terms of their registration.

All new and replaced memorials must be installed with ground anchor systems designed to withstand a 35 kg pro-rata force test applied at 1 m above ground level

Plaques on the Wall of Remembrance, Bramley Cemetery

The Garden of Remembrance Wall has been erected by the Parish Council for family or friends to affix a plaque that will serve as a lasting memory of their relative or acquaintance.

Procedure:

- 1) Blank granite plaques are sold directly to members of the public by the Parish Council.
- 2) The fee for the plaque will be £100, which covers administration and a 99year placement on the wall.
- 3) The purchaser will arrange to have it inscribed and fixed to the wall by a Parish approved memorial mason.

- 4) The appointed memorial mason will seek approval of the proposed inscription from the Parish Council prior to fixing to the wall, using a standard memorial approval form.
- 5) Plaques will be fixed to the wall by stainless steel or brass fixings
- 6) Plaques will be located, starting top left and then to the right, and strictly in order of purchase.

The above stipulation applies to both sides of the wall and the applicant can choose which side they prefer.

- 7) Plaques and positions on the wall cannot be pre-purchased.
- 8) The Parish Council will not accept any responsibility for maintenance, damage or theft of a plaque.

Please contact the Parish Clerk if you wish to obtain a plaque:



Plaques in the grounds, Bramley Cemetery

Landscaping opportunities within the cemetery are very limited, as such any planting of trees, shrubs and flowers, or instating of architectural features e.g. seats, planters, etc. need to be properly planned and must be of benefit to all persons who visit the cemetery.

Unfortunately, the Parish Council cannot permit planting to be undertaken by bereaved relatives or friends, or any other visitors to the cemetery. Therefore, if anyone wishes to erect a memorial plaque, which commemorates a loved one and dedicates a tree for instance, then it would have to be placed next to a tree that is already growing within the cemetery.

Decorative shrubs and trees will be planted from time to time by the Parish Council, and these will also be available for dedications.

Procedure:

- 1) Persons applying to have a plaque to be erected in the cemetery grounds, should complete the Parish Council's memorial approval form by drawing a simple sketch and quoting the words to be included.
- 2) Upon receipt of the form, the Parish Clerk will give his consideration and generally grant approval, but the Parish Council reserves the right to refuse inappropriate submissions.
- 3) The permit fee for the plaque will be £60, which covers administration and a 99 year placement in the cemetery.
- 4) The plaque and its fixings must be supplied by the applicant.
- 5) Plaques should be manufactured from cast or engraved metal.
- 6) The maximum overall size of a plaque shall be 15cm (6") wide and 15cm (6") high.
- 7) Free standing plaques e.g. adjacent a tree, must be supplied and fitted with a substantial metal ground stake.
- 8) Plaques will be fixed by Parish Council staff, in accordance with the applicant's reasonable wishes.
- 9) The Parish Council will not accept any responsibility for maintenance, damage or theft of a plaque.



Commemorative plaques: Bramley

Plaques around the Parish

There are a few locations around the parish where commemorative plaques can be fixed e.g. on bench seats, adjacent trees and shrubs, on planters, etc.

Unfortunately, the Parish Council cannot permit any instatement works to be undertaken by the public, therefore if anyone wishes to erect a plaque that commemorates a loved one and dedicates a tree for instance, then it would have to be placed next to a tree that is already growing or on an existing bench or planter.

From time to time, more benches will be erected and decorative shrubs and trees will be planted by the Parish Council, and these will also become available for dedications.

If anyone wishes to erect or fix a plaque at any location within the parish and where the Parish Council has the authority to do so, then the following conditions will apply:

Persons applying to have a plaque to be erected, should complete the Parish Council's memorial approval form.

The plaque and its fixings must be supplied by the applicant.

Plaques should be manufactured from cast or engraved metal.

The maximum size of a ground plaque shall be 15cm (6") wide and 15cm (6") high.

The maximum size of a bench or planter plaque shall be 10cm (4") wide and 5cm (2") high. A maximum of 3no. plaques will be fixed to a bench.

Free standing plaques e.g. adjacent a tree or shrub, must be supplied and fitted with a substantial metal ground stake.

Plaques will be fixed by Parish Council staff, in accordance with the applicant's reasonable wishes.

The Parish Council will make a charge for fixing a plaque and this contribution will be used to pay for more trees, shrubs, benches, etc. around the parish.

Authorisation of the plaque will be considered by the Clerk upon receipt of a completed memorial approval form, but the Parish Council reserves the right to refuse inappropriate submissions.

The Parish Council cannot accept any responsibility for damage or theft of a plaque by other parties.

Rebecca Thompson
Clerk to Bramley Parish Council