

Crowle & Ealand Town Council

Cemetery Regulations and Policies



CROWLE CEMETERY REGULATIONS RELATING TO MEMORIALS

1.0 Purpose

1.1 This document outlines the regulations and policy for all installations, repairs, maintenance and fees for burial plots with Crowle Cemetery. The reference document for all installations is the National Association of Memorial Masons.

2.0 Authorisation for Memorials

2.1 All fixers must be registered on the National Register of Memorial Fixers to undertake works within Crowle Cemetery

2.2 No tombstone or other memorial shall be placed in the cemetery and no additional inscription shall be made on a tombstone or other memorial without the permission of the Burials Officer; also the Responsible Finance Officer at Crowle & Ealand Town Council.

2.3 The Council will not allow any person the right to construct a crypt or vault or to have a kerbed surround in the cemetery. This rule is made in accordance with The Local Authorities Cemeteries Order 1977 (S1 1977 No. 204), Paragraph 10(1).

3.0 Memorial Specification

3.1 Drawings and specifications (including provision for ensuring proper support and stability) of all gravestones, monuments and memorials and copies of all inscriptions proposed to be placed thereon, must be specified in either metric or imperial measurements and copies must be delivered to the Burials Officer, with the appropriate fees.

3.2 Every memorial must contain the number of the grave over which it is to be erected.

3.3 Headstones must be placed at the head of the grave and shall be supported on all sections on a concrete bearer.

3.4 A memorial on the lawned section shall not be less than 50mm (2in) in thickness and shall not exceed 86cm (2ft10in) in height and 76cm (2ft 6in) in width (including the base). The height of memorials shall be measured from ground level.

4.0 Materials

4.1 Memorials must be made of either marble, granite or a natural stone. No gravestones or monuments formed of Caen, bath or other soft stone or other material likely to perish or

memorials of zinc, iron or other metal will be permitted to be fixed. The whole of the stones must be of the best quarried materials.

5.0 Moving of Memorials

5.1 No memorial or part of any memorial may be removed from any grave space without the written consent of C&ETC.

5.2 The Council reserves the right to re-fix, move, line up or otherwise alter the position of any memorial in the cemetery as they may require.

6.0 Maintenance

6.1 Graves for which exclusive rights of burial have been granted and all gravestones, monuments and memorials thereon must be kept safe, tidy and in proper repair by the respective owner. The Council will not accept liability for the making good of memorials which collapse or which are damaged by the fall of adjacent memorials. Any emergency work necessary in this connection will be recharged to the holder of the exclusive right.

6.2 The Council is allowed to remove any monument that becomes dangerous.

6.3 Memorials may only be brought into the cemetery and work carried out in connection with the erection of memorials from 8.30am to 5pm Monday to Friday. No work outside these hours will be permitted without prior arrangement.

6.4 The above regulations apply to all internments at the time of burial irrespective of the time the plot was purchased.

6.5 All repairs and new installations are to comply with NAMM regulations.

In order to assist the Council in the management and maintenance of the cemetery, no additional embellishments including solar lights may be placed in the cemetery. The Council retains the right to remove any unauthorised items, solar lights, flowers, whether real or plastic, when untidy will be removed as will those that are placed other than in a single container included for the purpose on the headstone plinth.

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MAKING GOOD OF UNSTABLE MEMORIALS POLICY

1.0 Purpose

1.1 The Council recognises that a dangerous memorial is a very difficult issue for the owner to face and is aware that, on informing the owner of a problem, it may inadvertently upset the relatives of the deceased, especially in the case of a recent bereavement.

1.2 The Council will endeavour to deal with the matter as sensitively as it can and will offer advice and assistance where appropriate.

1.3 Unsafe memorials will be “staked and taped” whilst appropriate arrangements are put into place for the repair/or otherwise of an identified unstable memorial. This approach is highlighted in the Memorial Safety Policy and is endorsed both by the Institute of Cemetery and Crematorium Management and Local Government. Although it is essential that immediate stabilisation work is carried out to ensure the safety of the public and to comply with ‘good practice’ guidance, it is important that this is carried out in a sympathetic and sensitive manner. Notices will be placed on or near to the memorial advising on the current condition of the stone and giving the appropriate Council contact details.

1.4 Following the identification of any unsafe memorials, there will be a requirement to inform the memorial owner. This will be carried out by letter to the last known owner, as identified from cemetery records and by a notice on/near each identified memorial. It is important that the owner keeps the Council informed of any change to their address to enable contact to be maintained.

1.5 Memorial owners will be offered the opportunity to rectify any identified problems, ensuring all repairs are carried out by an approved memorial mason in accordance with the National Association of Memorial Masons (NAMM) approved method.

1.6 The owner will be allowed a reasonable time to commission the necessary remedial work, having regard to the level of risk posed by the memorial.

1.7 If no/negative response is received from the owner of any memorial the Council must then take the decision as to how the memorial will be dealt with in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977.

1.8 Notwithstanding, if a memorial is assessed as posing an immediate risk to public safety, the Council may take whatever steps are necessary (including laying down a memorial) to eliminate the immediate risk, prior to contacting the owner.

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CROWLE CEMETERY SCALE OF FEES (Effective from September 2018)

For Residents living within the Parish of Crowle & Ealand boundary, with the exception of residents being cared for due to age or infirmity in a nursing home or hospital and students residing outside the boundary.

Exclusive Rights of Burial Lawn Grave £300.00

Exclusive Rights of Burial Cremated Remains £200.00

Exclusive Rights of Burial Child Size grave (up to 15 years) £75.00

For people residing outside the Parish Boundary.

Exclusive Rights of Burial Lawn Grave £600.00

Exclusive Rights of Burial Cremated Remains £400.00

Exclusive Rights of Burial Child Size Grave (up to 15 years) £150.00

All the above Exclusive Rights of Burial are for a period of 50 years.

All burials and cremated remain plots are on a next come basis

Interment Fees

Lawn Burial £100.00

Cremated Remains £75.00

Monuments not to exceed 86cm (2ft10in) in height and 61cm (2ft) width and to include first inscription £50.00

Charge for each additional inscription £25.00

Exhumation not including re-interment £300.00

Exhumation cremated remains £200.00

Adopted: Nov 19

Review: Nov 20