

**SKEGNESS TOWN COUNCIL**  
**ST MARY'S CEMETERY REGULATIONS HAND BOOK**  
**APPENDICES**

**Appendix 1 - Memorial Specifications**

**Appendix 2 – Framework for enforcement of Rules and Regulations**

## **APPENDIX 1 MEMORIAL SPECIFICATIONS**

### **General**

#### **Positioning and Foundations**

All memorial foundations must be contained within an area at the head of the grave 0.60m deep unless specific permission has been granted to place a memorial across two adjacent grave spaces. Foundations or stones must not under any circumstances go beyond the boundary of the grave. It is recommended that foundations are kept at least 3 inches back from the sides and rear edge of the grave to allow for movement..

Memorials must be centred within the width of the grave space and on a centre line 0.3m from the head of the grave. Where permission has been granted to install across two adjacent graves, the memorial should be centred on the boundary between the graves. Memorials should follow a consistent line along the row of graves.

#### **Inscriptions and Epitaphs**

Every effort should be made to keep any inscriptions simple and any epitaph appropriate. Inscriptions should be on the front of the memorial only. Any wording and images should be appropriate to the setting as a cemetery and it is delegated to the Town Clerk to determine what is decent and appropriate. In this matter, the Council have determined that the Town Clerk's decision is final. All memorials must have the name of the registered Mason together with the grave number inscribed on the reverse of the headstone.

#### **Materials**

Materials must be natural stone (e.g. granite, marble, Portland). Reconstituted stone, resin or plastic materials are not permitted.

#### **Choice**

Within these limitations the Grave Owner may apply to have any design of memorial you like. We will consider each memorial on its own merits and will generally approve a monument if it is not likely to offend or in bad taste and is sufficiently well constructed to be safe for at least the period of the Rights. If we refuse permission an explanation will be given. The type of monument wanted may be limited by the area of the cemetery your grave is in (for example some ground is unsuitable for larger memorials or has smaller graves).

#### **Insurance**

Whilst vandalism is a very rare event in our cemeteries, it can occur from time to time. The Council cannot be held liable for any damage caused by the irresponsible actions of others, although we will work with the police to prosecute anyone caught causing vandalism. We strongly recommend that Grave Owners take out insurance to protect their property.

## **Sections A-F, H, J-K**

In these older sections, historically a more haphazard approach has been taken to regulation and therefore it is delegated to the Town Clerk to determine what is reasonable, taking into consideration the safety, ease of maintenance and what has previously been permitted in each area.

Memorials are only permitted at the western side of full graves or in line with the existing memorials in the section.

### **The Memorial Stone:**

No memorial stone may rise more than 4 feet (1.21m) above the surrounding ground level or less than 2ft (0.61m).

No memorial may be more than 2.5ft (0.762m) wide or less than 18 ins (0.457m).

No upright part of the memorial stone may be more than 6ins (0.154m) deep. All stones are to be ninety degrees to the base and in line with other headstones

### **Plinths**

Plinths must not exceed 3ft (0.91m) wide by 18ins (0.457m) deep or rise more than 4ins (0.1m) above surrounding. The plinth should be suitable in size for the headstone and should be polished stone or terrazzo.

## **Section G – Un-consecrated Section**

The specifications as for section M apply here, but the Town Clerk is authorised to give consideration to the requirements of non-Christian religions and may permit, for example, a headstone to be aligned in a different direction.

## **Section L – Children's Section**

### **The Memorial Stone:**

No memorial stone may rise more than 27" (0.68m) high

No memorial may be more than 27" (0.68m) wide

No upright part of the memorial stone may be more than 4" (1.21m) deep.

## **Section M onwards**

### **The Memorial Stone:**

No memorial stone may rise more than 4 feet (1.21m) above the surrounding ground level or less than 2ft (0.61m).

No memorial may be more than 2.5ft (0.762m) wide or less than 18 ins (0.457m).

No upright part of the memorial stone may be more than 6ins (0.154m) deep.

### **Plinths**

Plinths must not exceed 3ft (0.91m) wide by 18ins (0.457m) deep or rise more than 4ins (0.1m) above surrounding ground level.

### **Section AA, BB, CC (Cremated Remains)**

Memorials should not exceed 22" (0.55m) wide, 27" (0.68m) high and 3" (76mm) thick. Base stones should not exceed 22" x 22" (0.55m x 0.55m) and must always be within the boundary of the grave if this is smaller. The placement of stones must be in line with existing memorials.

## **APPENDIX 2 - FRAMEWORK FOR ENFORCEMENT OF RULES AND REGULATIONS**

### **Introduction**

In 2016 several breaches of the then rules and regulations were occurring. This had the impact of making maintenance more difficult, restricting access to some graves and increasing the risk of injury to people or damage to equipment. Because of this the Council decided to enforce the rules. This caused a small number of vocal protests and complaints and following public representations at a Council meeting the Council decide to undertake a review of its regulations and part of this was how these should be enforced.

The Council has consulted with families of the bereaved and other stakeholders. In making changes to the regulations the Council has tried to be sympathetic to the needs and wishes of the public who hold diverse views, whilst also tackling the main issues that the rules try to deal with, namely:-

- Health and Safety of visitors and staff
- Access to graves for all
- Maintaining the cemetery to a high standard at an affordable cost

The amended rules and regulations were approved by Council on 5<sup>th</sup> July 2017 This enforcement framework was approved at the same time to form part of the Rules and Regulations as an Appendix. It makes clear how the Council intends to deal with any infringement of the regulations and how this will be communicated.

The Council recognises the importance of memorials to bereaved families and therefore action to enforce the regulations will be done in a sensitive and proportionate manner.

### **The Principles of Enforcement:**

- To ensure equal and fair treatment for all;
- To ensure it is clear to everyone what will happen if the regulations are infringed;
- To ensure a safe and dignified environment for all visitors
- To ensure staff are clear about their role and responsibilities

### **The Enforcement Framework:**

The Town Clerk either directly or through delegation will:-

1. Prioritise those areas where most infringements are occurring.
2. Put up public notices in the areas to be addressed.
3. Put up public notices on the cemetery notice board(s)

4. Public notices will specify the following:
  - Precisely what area is to be addressed
  - Date notice put up
  - Date notice period ends
  - The defined designated memorial area where personal items may be placed
  - Items that are not allowed
  - What will happen to any items infringing the regulations
  - How to contact the Council
5. The notice period of 6 weeks will be specified.
6. Where records are available and considered to be in date, letters or emails will be sent or phone calls made to any owner specifically infringing the rules. The information given will be the same as on the public notices.
7. After the notice period has expired any non-perishable remaining items that infringe the regulations will be removed with care and placed into labelled and dated bags and stored for 12 months.
8. After 12 months any individual labelled bags not collected will be disposed of.
9. Any tree, shrub or plant will be labelled for collection if possible. If these are damaged on removal they will be disposed of with other green waste.
10. Anyone with concerns should address these to the Town Clerk who will give them considered attention.
11. Formal complaints must be made through the Council's complaints procedure which is available on the Council website or from the Council offices.