

MEMORIAL MASONS GUIDANCE IN THE USE OF

SKEGNESS TOWN COUNCIL CEMETERIES

All professional Memorial Masons must meet the following conditions:

- Public Liability Insurance to a value of £5m – (copy certificate to be sent to the Town Clerk before the first installation after 1st April 2014 and then on insurance renewal each year)
- All installers must be BRAMM or RQMF registered and provide evidence at the time of installation.
- All work will conform at least to NAMM Code of Practice or the BRAMM Blue Book and Statutory Regulations. Adherence to nationally recognised professional Codes of Conduct is considered essential.

PROCEDURE PRIOR TO INSTALLING MEMORIAL

- a) Applications for permission for the right to have a memorial can only be made by the grave owner. An application fee is payable in advance. If permission is granted, it is valid for 20 years only, after which the grave owner may extend the period for a further 5 years on the production of a certificate of memorial inspection and payment of the Council's reasonable administration costs (All fees are published from time to time). Rules apply as to the type, size, style, material and wording that can be used and all memorial designs and inscriptions must be approved in writing by the Town Clerk prior to installation.
- b) Before a memorial can be installed 12 months must have elapsed from the date of the interment. Memorials for cremated remains and in the baby section may be allowed after 6 months depending on ground conditions.

MEMORIAL SPECIFICATION GUIDE

A memorial can be placed within the constraints of regulations in force or the grave left unmarked.

The Grave Owner (applicant) has the responsibility to maintain the memorial upon the grave during the period of rights granted, or any extension made to this period. The memorial cannot be disturbed or moved during this period without the Grave Owner's express permission, unless it poses a safety hazard. The safe erection and maintenance of the memorial is the Grave Owner's responsibility during the period of rights.

The Grave Owner has the right to use any memorial mason of their choice, but they must be registered to the BRITISH REGISTER OF ACCREDITED MEMORIAL MASONS Scheme (BRAMMS) or the REGISTER OF QUALIFIED MEMORIAL FIXERS (RQMF) run by the NATIONAL ASSOCIATION OF MEMORIAL MASONS

(NAMM). All fixers must follow the NAMM Code of Practice or the BRAMM Blue Book as well as comply with current British Standards.

What is a monument?

A monument is anything above the level of the ground that is placed on the grave as a tribute to those buried there. It could take many forms but may include a headstone, cross, or stone vase.

When can the memorial be erected?

After a funeral, we will mound the earth on the grave and put the flowers and wreaths on top. After 28 days (or less if the weather is bad) we will remove all floral tributes and dispose of them. Nothing may be planted directly into the mound as this can damage the ground and impede maintenance. Flowers may be left in a container (not glass, ceramic or thin plastic) and a wooden cross up to 500mm (18") high can be placed on the grave temporarily, to be sited usually at the western side of the grave or in line with other memorials on some ashes graves. When twelve months has passed a permanent monument may be erected, although occasionally ground conditions mean that a longer period is required for the ground to stabilise – we can offer advice at the time.

Can the Grave Owner apply to put a monument there themselves?

No - In order to protect the health and safety of the public in the cemetery we only permit BRAMMS registered stone masons to install memorials in the cemetery.

Can a mound of earth be kept on all or part of the grave?

No – In the interest of affordable maintenance, 6-12 months after the funeral we will remove the mound and seed it with grass seed or lay turf. Occasionally it may be necessary to top up ground that sinks for a longer period.

What kind of memorial is permissible? General rules: (**Please note** the rules are different for **section M onwards** – please see section marked M below if the monument is to be sited in M)

MEMORIAL SPECIFICATIONS FOR SECTIONS A-L ONLY

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. No kerbstones, railing, planting, loose fill material, horizontal or concrete memorials are permitted.

Headstones should not be more than 4 feet high, 2'6" wide and 6 inches thick. All stones are to be ninety degrees to the base and in line with other headstones. Base stones should be either flush with the turf or raised by no more than 9 inches all round to facilitate mowing. The base should be suitable in size for the headstone and should be polished stone or terrazzo. 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 erected in any "Baby Section" of St Mary's New Cemetery should not exceed 27" high and 27" wide and 4" thick with foundation stone being a maximum of 2'6" in width.

Ashes memorials should not exceed 21" wide, 27" high and 3" thick. Base stones should not exceed 21" x 15" the placement of these must be in line with existing memorials.

Synthetic stone or plastic must not be used.

Every effort should be made to keep any inscriptions simple and any epitaph appropriate. Inscriptions should be on the front of the memorial only. The grave number only may be marked on the reverse

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 as long as 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).

Access

On occasions there may be an interment in an adjacent grave. If necessary we may have to erect a cover over the monument and grave to protect it and soil may be placed on this cover. As a result the grave may be inaccessible for a few days. In extreme circumstances, it may be necessary to remove the monument for safety reasons. If this occurs, we will be fully responsible for restoring the monument in a safe and clean state after the funeral.

Vandalism

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.

MEMORIAL SPECIFICATIONS FOR NEW SECTIONS M ONWARDS

GENERAL

Memorials in newly opened section M must be of the traditional lawn cemetery type or monolith MOD style.

In order to promote uniformity and to enable easier maintenance, Tablets, books and stand-alone vases **are not** permitted.

Vases integral to plinths are permitted.

All installers must be BRAMM or RQMF registered and provide evidence at the time of application and installation.

All work will conform at least to NAMM Code of Practice or the BRAMM Blue Book and Statutory Regulations. Adherence to nationally recognised professional Codes of Conduct is considered essential

A single small wooden marker post or cross is permitted until a memorial is installed but must then be removed.

POSITIONING

All memorial foundations must be contained within an area at the head of the grave 1.07m wide x 0.60m deep unless specific permission has been granted to place a memorial across two adjacent grave spaces.

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.

SIZES

Memorial Stone

No memorial stone may rise more than 1.22m above the surrounding ground level or less than 0.61m.

No memorial may be more than 0.762m wide or less than 0.457m.

No memorial may be 0.154m deep.

Plinths

Plinths must not exceed 0.91m wide by 0.457m deep or rise more than 0.1m above surrounding ground level.

MATERIALS, WORDING AND IMAGES

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

Council has determined that memorials and tributes should not display, political, nationalistic, society, movement or campaign signs or emblems or any wording or picture that is likely to cause offence or disharmony within the community. Recognised religious symbols are allowed in the appropriate parts of the cemetery.

Process for Stone Masons when installing in any section.

No installation will be allowed unless the appropriate rights and approvals have been **given in writing**.

Installation appointments and details must be made and confirmed at least 5 clear working days prior to the proposed installation with the Cemetery Foreman (07716607071). When making the appointment an estimate of the installation process duration shall be given.

A Council representative will attend site to agree the grave location and exact siting of the memorial. The representative will only allow installation if the installer can produce a valid BRAMM registration document, a NAMM RQMF registration document or is accompanied and supervised by someone holding these. Documents must relate to those on site erecting the memorial **not** the company owner or another company employee.

Following installation, the Memorial Mason must issue a certificate of installation and compliance that confirms that the memorial has been installed in accordance with the BRAMM Blue Book or NAMM Code of Practice, together with a copy of the guarantee that applies to the memorial (minimum 10 years).