



## STOTFOLD TOWN COUNCIL MEMORIALS POLICY

### 1. Purpose of the Policy

Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person who is ultimately responsible for its upkeep and maintenance. Stotfold Town Council has a responsibility to ensure the cemetery is a safe place for staff (including external contractors) to work in and for the public to visit.

The purpose of this policy is to define clear and measurable requirements for 'permanent' memorials whilst setting out a framework that covers the multiple diverse areas in Stotfold Cemetery.

We recognise our responsibility to ensure that all forms of memorialisation are both appropriate to their surroundings and also acceptable to the majority of cemetery users

### 2. Memorial Installation

Although responsibility for the safety and stability of memorials rests with the grave owners (assuming they can be traced), Stotfold Town Council has a Duty of Care to both it's staff and visitor.

Therefore, in order to minimise the risk to public safety, the Council requires that all memorials are installed by an approved monumental mason acting in accordance with the regulations surrounding memorial criteria.

All monumental masons wishing to carry out work within Stotfold Cemetery must be BRAMM (British Register of Accredited Memorial Masons) accredited, or NAMM (National Association of Memorial Masons) accredited, or both. They must employ licensed Fixers and maintain appropriate Public Liability and Employers Insurance Policies

### 3. Application process

Applications for memorials on burial plots must be made by owner of exclusive right of burial in that plot. If the owner has died, then transfer of ownership must take place before any application can be considered.

Memorials on earthen graves are not allowed until after 12 months of internment to allow the ground to settle.

The name of the memorial mason and grave number must be incised, or incised and inlaid, to match the main inscription, in figures up to 20mm high in a visible place on the memorial and, if present, on the corner of kerbing at the foot of the grave.

### 4. Burial Area Memorials

The following memorials are permitted:

#### 4.1 New Section, Old Section, top part of the Lawn and Beacon Section of the cemetery

A headstone, gravestone or tombstone not exceeding four feet in height with or without kerb stones, and with or without flat stone. Kerb stones or a flat stone must not exceed seven feet in length, and in the case of a single plot, three feet in width, and in the case of neighbouring plots requiring one memorial stone seven feet in width. In addition, a vase not exceeding an overall height of one foot six inches, marked with the grave number.

4.2 Lower part of Lawn Section

Flat plaque measuring twenty-four inches by eighteen inches, which must be inserted at ground level at the head of the grave on unmoved ground, downhill of the grave. Only a flat stone with space for a vase in it, if a vase is required, will be permitted. If no such provision is made, a vase will not be allowed. Nothing else is permitted to be placed within the grave space. Any first inspection thereon has to be arranged to enable a second inspection where necessary to be added.

4.3 Lower Garden of Rest (Mill Road boundary)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm) which must be inserted at ground level, plaques in the shape of a wedge will be permitted. One vase (stone block or otherwise) is permitted with each plaque, but a non-stone vase must have a spike which can be secured in the ground. A non-stone vase is permitted only upon the conditions that wherever the Council's groundsman or contractor is carrying out maintenance in the Garden of Rest he removes the vase, and that the Council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after maintenance work. Muted coloured stones will be allowed around the plaques. No planting is permitted in the ground. Flowers, plant pots, ornaments or other items are not permitted to be sited on the walls surrounding the Garden of Rest.

4.4 Walled Garden of Rest (Beacon Section)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which must be inserted at ground level, plaques in the shape of a wedge will be permitted. Smaller plaques or stone block vases with limited wording are also permitted. All memorabilia are to be contained within the plot. No planting is permitted. Flowers, plant pots, ornaments or other items are not permitted to be sited on the walls surrounding the Garden of Rest. Any such items will be removed by the Council and retained for collection. Stones are provided within the plot. If top-up of stones is required, the Council will supply the stones. Kerbs around the plot are not permitted.

4.4 Beacon Garden of Rest (flat Beacon Section)

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which must be inserted at ground level, plaques in the shape of a wedge will be permitted. One stone block vase is permitted with each plaque, within the grave space. Other vases may be permitted but must have a spike which can be secured in the ground. A non-stone vase is permitted only upon the conditions that whenever the Council's groundsman or contractor is carrying out maintenance in the Garden of Rest, he removes the vase and that the Council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after maintenance work. Stones are provided within the plot. If top-up of stones is required, the Council will supply the stones. Kerbs around the plot are not permitted.

4.5 Baby Section

Headstones and flower vases which must be placed near the headstone end of the plot. Headstones must not exceed two feet three inches and fifteen inches in width and must be made of stone or similar material. Kerb stones are not permitted.

## **5. Memorials – Materials**

In addition to where referred to above:

Memorials may not be made of Bath, Caen or other soft stone. Kerbing must be of a similar material to the memorial. Kerbing and memorials must be installed by a monumental mason, and be constructed and installed in accordance with the BRAMM/NAMM standards. The materials and workmanship must be to the satisfaction of the Council.

Wooden crosses are only allowed as a temporary memorial prior to a permanent memorial being erected. Temporary memorials are permitted for a period of three years from the date the temporary memorial was put in place. After three years they will be removed by the Council and returned to the family.

## **6. Memorials - Installation**

Applications for erection, re-erection and removal of memorials (temporary or permanent) have to be made to Stotfold Town Council.

Three days' notice in writing must be given to the Cemetery Officer before any work relating to memorials is carried out at the cemetery.

Memorials and all materials for placing them and materials for removal or performing any work upon them at the cemetery must be assembled and made ready before the admission of the contractors to the cemetery. Contractors must provide their own tools, planks and other equipment required by them. Workmen must not be present at the cemetery before 9am or after 4pm and not at all on Sundays, Christmas Day, Good Friday and Bank Holidays. All work must be performed as expeditiously as possible. All soil resulting from placement of a memorial must be removed by the contractor. Contractors must remove their tools, and all other equipment brought to the cemetery forthwith upon completion of the work.

All damage to Council's property or to other monuments caused by the bringing in, use of or taking out of materials or equipment by a contractor or other person or by his negligence or that of his workmen, must be made good.

The Council will not be responsible in any way howsoever for damage to or loss of memorials.

Whenever an existing grave space needs to be re-opened for a further burial to take place, the Council reserves the right to place removed earth on an adjacent plot or grave. The Council will ensure that the earth is removed as soon as possible after the burial.

Any person to whom a right to place and maintain a memorial or a right to put an additional inscription on a memorial has been granted must:

- At his expense before the memorial is placed in the Cemetery cause to be cut, embossed or marked thereon in a visible position in not less than one-inch numbers the number of the grave space where it is to be placed – the number is to be found on the plan of the cemetery at the Council's offices.
- At his expense and that of his estate thereafter maintain the memorial in a safe and secure condition and indemnify the Council against all claims, demands, proceedings of persons injured because of the unsafe condition of the memorial.

## 7. Memorials – general

The Council reserves the right to remove faded flowers, vases, bottles or any other objects which in their opinion are objectionable or unsightly. The public must deposit all litter or faded flowers in the receptacles provided for the purpose. Memorials such as wreaths added at Xmas are allowed on a temporary basis but should be removed within three months.

No planting of trees, shrubs or other large perennial plants will be permitted on grave plots.

Planting of flowers or the additional of small adornments will only be permitted within the kerbing where a full memorial has been registered and installed.

Where a headstone only memorial has been registered and installed, then no additional planting or adornments beyond that will be permitted other than within the confines of the memorial baseplate.

Nothing else is permitted to be placed on or in the ground that has not been authorised in writing by the Council. The Council reserves the right to remove all extra grave adornments, and unauthorised items that do not conform to the regulations. For the avoidance of doubt this includes edging stones, trellis, lattice or fencing of any type Stone chippings, pebbles or gravel may not be used on graves without a kerb set in place.

For safety reasons glass vases are not allowed in the cemetery and will be removed.

Memorials added during Xmas are allowed on a temporary basis but should be removed within three months.

The Council has powers under the Local Authorities Cemeteries Order 1977 to take action which is necessary to remove danger which arises by reason of the condition of a memorial or deal with it in any way to ensure the proper management regulation and control of the cemetery.

**Note: The Council, as Burial Authority, has further powers relating to gravestones and other memorials under the Local Authorities Cemeteries Order 1977**

### Revision History

Date Adopted:	September 2021
Date Reviewed:	November 2024 - Updated to comply with current legislation