



POLICY FOR THE INSTALLATION OF MEMORIALS AT CULLOMPTON CEMETERY

Reviewed and amended: August 2017 and October 2017

1. MEMORIAL MASONS

All Memorial Masons who wish to work in Cullompton Town Council's cemetery must meet the following criteria:

- a. Hold a Public Liability Insurance Policy cover of at least £5m.
- b. Adhere to the National Association of Monumental Mason's Code of Working Practice (March 2000 edition or later). A NAMM approved anchor system is to be used on all new monuments and the same should be installed on all refitted monuments. The choice of the system is left to the Mason, but should be the most appropriate for the soil conditions.
- c. Provide a statement to the effect that the Mason has not been barred from working in any other cemetery in the last two years and an assurance that should this occur in the future the Mason will inform the Council immediately.
- d. Ensure that all work shall conform to statutory requirements and Cemetery regulations.

2. RIGHTS AND PERMISSION TO ERECT A MONUMENT

- 2.1. It is no longer necessary for a grave owner to purchase separately Rights to Erect a Monument. These Rights will be granted when Exclusive Rights of Burial are obtained. No monuments may be erected on unpurchased graves; should one be so erected the Council may demand its immediate removal at the expense of the Mason and/or Purchaser.
- 2.2. It is the Mason's responsibility to satisfy him or herself that the purchaser of a monument has a right to erect it. All applications should bear the signature of the owner of these Rights. A complete plan of the proposed monument, including complete details of foundation works and the proposed inscription must be submitted to the council on the latest edition of the appropriate form at least four weeks before work is scheduled to commence. Once this has been approved, a permit to construct will be issued.

- 2.3 Fees and charges for Rights to Erect monuments on graves purchased before 1 April 2014 and other related fees (such as the permission to alter the inscription) will be reviewed annually.

3. INSTALLATION OF A MONUMENT

- 3.1 Memorial Stones are not to be installed until at least 6 months has elapsed since the interment in that grave.
- 3.2 Once in possession of any permit, Masons must give at least 48 hours notice of intent to work in the cemetery giving full details of graves and monuments upon which work will be carried out. A proposed time of arrival at the cemetery should also be included where possible. This information may be posted to the council office or sent by email to town.clerk@cullomptontowncouncil.gov.uk. No variations from the terms of a permit allowed. All monuments must bear the name of the Mason and the grave reference number in characters no higher than 4cm on the rear of the base. An asterisk should indicate where a NAMM approved anchor system has been installed.
- 3.3 The funeral organiser will order removal of monuments before an interment. All parts of the monument must be removed from the cemetery unless written permission has previously been obtained from the Council. Any masonry found unattended and away from a grave in any part of the cemetery will be deemed to have been abandoned and may be disposed of.
- 3.4 Masons shall be notified if an interment is scheduled at a time when they are to be working in a cemetery. All works in the vicinity of the interment must cease and personnel, plant and vehicles must be withdrawn from the area at least 15 minutes before the time of the interment. Work may recommence when all mourners have left the cemetery.
- 3.5 If wheeled or tracked machinery is to be used to transport monuments around the cemetery, masons are to take precautions to protect the graves and lawned areas of the cemetery from damage.

4 MEMORIALS

4.1. The following restrictions on the size and type of monuments are required by the Council in accordance with the Cemetery Policy.

4.2 Grave memorials or headstones will not exceed:

Depth	12 inches (300mm)
Width	30 inches (760mm)
Height	36 inches (910mm)

4.3 Cremation markers will be of the following dimensions:

a. East Cemetery Front Bank (Row M) will have wedge shaped memorial tablets the will not exceed the following dimensions:

Depth	18 inches (450mm)
Width	18 inches (450mm)
Height	4 inches (100mm) tapering to 2 inches (50mm)

b. West Cemetery (Magnolia) will have wedge shaped memorial tablets that are of the following dimensions:

Depth	18 inches (450mm)
Width	18 inches (450mm)
Height	4 inches (100mm) tapering to 2 inches (50mm)

c. All other cremated plots in the East Cemetery will have memorials that do not exceed the following dimensions:

Depth	12 inches (300mm)
Width	15 inches (375mm)
Height	27 inches (685mm)

d. Kerbing installed on single width grave spaces in the East Cemetery will not exceed:

Height	7 inches (180mm)
Width	36 inches (910mm)
Length	7 feet (2.13m)

e. Kerbing installed on double width grave spaces in the East Cemetery will not exceed:

Height	7 inches (180mm)
Width	7 feet (2.13m)
Length	7 feet (2.13m)

f. Kerbing is not permitted in the Cemetery (West).

- 4.4 Only the owner of a grave space has the right to place, or order to be placed, any memorial or other constant item on a grave space. Approval must be sought and obtained prior to a memorial being erected, an inscription added to an existing memorial or any other changes. Memorials that are erected or changed without such permission may be removed. Memorials are to be constructed of either stone or slate although a small wooden structure may be used as a temporary grave marker. ***For safety reasons, memorials and other items that are made of glass, ceramic or plastic will be removed without notice.***

5 TIVERTON ROAD WEST CEMETERY

- 5.1 All graves in the Cemetery Extension will be laid to lawn with no burial mounds. No memorial items are to be placed on the lawned area. Side by side burial plots may be purchased if available.
- 5.2 Grave memorial headstones will not exceed:

Depth	12 inches (300mm)
Width	30 inches (760mm)
Height	36 inches (910mm)

6 MEMORIAL BENCHES

- 6.1 A limited number of sites are available for the installation of memorial benches in the Cemetery (West) and are indicated on a plan held by the Town Council. Memorial benches may be leased in their entirety for the installation of a memorial plaque or memorial plaques may be one of three plaques installed on a communal bench. The ratio of individual benches and communal benches will be variable and determined by demand for memorial plaques. The waiting list will indicate a preference for an individual or a communal bench plaque. The engraving will consist of no more than 5 lines of text each of which will be no more than 40 characters.
- 6.2 All benches will be purchased, installed, owned and maintained by Cullompton Town Council and will be replaced as considered necessary. Memorial plaques will be 50mm high and 100mm long and will be purchased and installed by Cullompton Town Council. The engraved message will be agreed, in advance, with the lease holder. Plaques will be fabricated from brass or stainless steel and will measure 100mm wide and 50mm high; they will be fixed to memorial benches using brass or stainless steel screws with domed heads.
- 6.3 Space for memorial plaques will be leased on the following basis:
- a. A waiting list for the lease of space for memorial plaques will be maintained by Cullompton Town Council.

- b. Plaques will be payable in advance at the prevailing fee for a lease period not exceeding a period of 5 years.
- c. Fees will be reviewed annually.
- d. Plaques may be installed on an individual bench or up to three plaques may be installed on a communal bench.

6.4 The scale of fees for memorial plaques is contained in the Schedule of Fees for Cullompton Cemetery which is published annually.

6.5 **Leases.** A lease may be granted for the installation of a memorial plaque on a bench in the cemetery for a period not exceeding 5 years. At the end of this 5 year period, the lease holder will be contacted at their last known address and provided with the option of renewing the lease for a further 5 years after payment the prevailing fee. Should the lease not be renewed, the lease will be sold to the next on a maintained waiting list for the prevailing fee and the removed plaque retained for a period of 6 months.