



The Local Council for Narborough and Littlethorpe

Narborough Cemetery – Schedule for Memorials

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VISITORS AND USERS OF NARBOROUGH CEMETERY ARE DEEMED TO HAVE READ AND ACCEPTED THE FOLLOWING RULES AND REGULATIONS
FUNERAL DIRECTORS/STONE MASONS ARE REQUESTED TO BRING THESE RULES AND REGULATIONS TO THE ATTENTION OF THEIR CLIENTS

1. INTRODUCTION

This Schedule is provided to give clear information for all cemetery users and visitors to enable effective maintenance to be carried out by the Council's grounds staff with the aim of achieving a consistent standard across all areas of the cemetery.

Older existing graves/cremation plots may have larger/additional memorials, stones or other items which were authorised under previous rules and regulations. This is historical and is not considered to have set a precedent.

2. PERMISSION

Memorials may only be placed on graves/cremation plots for which an Exclusive Right of Burial has been granted, and only by the purchaser of that right.

No work may be carried out on a memorial without:

- The written authority of the person who holds the Exclusive Right of Burial
- The Memorial Mason submitting a fully completed application form (including illustration) and fee to the Council
- The Council issuing a permit to proceed (permission may be refused and memorial stone masons are advised to await receipt of the memorial permit prior to commissioning any work)

The Council reserves the right to remove unauthorised memorials without giving notice, in accordance with the Local Authorities' Cemeteries Order 1977.

3. SIZES AND SPECIFICATION

MEMORIAL SPECIFICATIONS FOR FULL BURIAL PLOTS	Minimum Size	Maximum Size
Headstone		
Height	-	36 inches or 91 cm
Width	-	24 inches or 61 cm
Thickness – Stone	3 inches or 8 cm	-
Thickness – Slate	1½ inches or 4 cm	-
Headstone Base		
Width	-	36 inches or 91 cm
Depth (front to back)	12 inches or 30 cm	24 inches or 61 cm
Thickness	3 inches or 8 cm	3-6 inches or 8-15 cm
Kerb Stones and Flat Stones		
Full flat stone on top of kerbs	7ft x 3ft (2.13m x 0.91m)	7ft x 3ft (2.13m x 0.91m)
Full kerbs to edge of plot	7ft x 3ft (2.13m x 0.91m)	7ft x 3ft (2.13m x 0.91m)

MEMORIAL SPECIFICATIONS FOR CREMATED REMAINS PLOTS		
Upright Memorial, Flat Tablet or Plaque		
Height	-	13 inches or 33 cm
Width	-	16 inches or 41 cm
Depth (front to back)	-	16 inches or 41 cm
Thickness	3 inches or 8 cm	-

Memorials can be made of natural granite, marble, sandstone, limestone (all referred to in the tables as stone), slate or other materials as approved by the Council. The Council reserves the right to refuse permission for a memorial to be placed in the cemetery when the inscription, type or colour of materials used is out of character with the surrounding setting; or a memorial cannot be installed in accordance with current safety regulations or is otherwise deemed inappropriate by the Council.

4. ITEMS PERMITTED ON PLOTS

4.1 Full Burial Plots

- a) After settlement of the grave surface following an interment, full burial plots will be turfed over by our grounds staff and looked after as part of the routine maintenance of the cemetery. It can take up to 12 months for settlement
- b) Once turfed, a request from the deed holder may be made in writing to the Parish Office to create a Garden Area (containing only bedding plants or pots) at the head of the grave (or directly in front of the memorial where one exists) which will be an area measuring 18 inches or 46 cm deep with a width equivalent to the memorial base, and where there is no memorial, up to a maximum width of 36 inches or 91 cm. The Garden Area will be prepared by Council staff in readiness for planting. Maintenance of this garden area is the responsibility of the deed holder and should it not be maintained, the Council will re-turf the grave. Planting must not overhang the edge of the Garden Area to allow for maintenance of the surrounding area
- c) Memorials, if placed, must be erected at the head of the grave
- d) Vases, Pots (containing flowers or bulbs up to 18 inches or 46 cm high) and small ornaments up to 12 inches or 30 cm high may be placed in front of the memorial but must be contained on the headstone base or within the garden area. They may not be placed on turf.
- e) Glass, plastic or fabric items are not permitted
- f) LED lit tributes, balloons, windmills, wind-chimes, lanterns and candles are not permitted
- g) No item may be placed at the rear or sides of the memorial
- h) No items may encroach on an adjoining plot
- i) Items liable to cause offence or that are considered out of character with the surrounding setting, or become unsightly, or which interfere with the maintenance of the site, or are considered dangerous to the health and safety of users, will be removed by the Council.
- j) Loose flowers and commemorative wreaths are permitted and will be removed when faded.
- k) Christmas wreaths are permissible and will be removed by 31st January.
- l) Dwarf shrubs, bedding, white stones and items under d) are permitted within kerbs installed by a stone mason who will apply for the relevant permissions.

4.2 Cremation Plots

- a) Memorials, Vases, Pots (containing flowers or bulbs up to 12 inches or 30 cm high) and small ornaments up to 12 inches or 30 cm high may be placed within the plot area which measures 16 inches or 41 cm wide x 16 inches or 41 cm deep.
- b) Glass, plastic or fabric items are not permitted
- c) LED lit tributes, balloons, windmills, wind-chimes, lanterns, candles are not permitted
- d) No item may be placed at the rear or sides of the memorial

- e) No item may encroach on an adjoining plot
- f) No planting directly into the ground and any such planting will be removed without prior notice
- g) Surrounds are not permitted
- h) Stones, gravel, slate, stone chippings or pebbles are not permitted
- i) Items liable to cause offence or that are considered out of character with the surrounding setting, or become unsightly, or which interfere with the maintenance of the site, or are considered dangerous to the health and safety of users, will be removed by the Council
- j) Where no memorial is present, the area for the siting of vases/pots/ornaments is 16 inches or 41 cm wide by 16 inches or 41 cm deep
- k) Christmas wreaths are permissible and will be removed by 31st January
- l) Loose flowers and commemorative wreaths are permitted and will be removed when faded

4.3 Baby Graves

- a) A specific area of the cemetery is reserved for single interments of babies up to 3 months old.
- b) A request from the deed holder may be made in writing to the Parish Office to create a Garden Area (containing only bedding plants) at the head of the grave (or directly in front of the memorial where one exists) which will be an area measuring 48 inches or 122 cm deep with a width equivalent to the memorial base, and where there is no memorial, up to a maximum width of 24 inches or 61 cm. The Garden Area will be prepared by Council staff in readiness for planting. Maintenance of this garden area is the responsibility of the deed holder and should it not be maintained, the Council will re-turf the grave. Planting must not overhang the edge of the Garden Area to allow for maintenance of the surrounding area.
- c) Memorials, if placed, must be erected at the head of the grave
- d) Vases, Pots (containing flowers or bulbs) and small ornaments may be placed in front of the memorial but must be contained on the headstone base or within the garden area, and not on the turf.
- e) Christmas wreaths are permissible and will be removed by 31st January
- f) Loose flowers and commemorative wreaths are permitted and will be removed when faded
- g) Dwarf shrubs, bedding, white stones and items under d) may be placed within kerbs installed by a stone mason who will apply for the relevant permissions.

4.4 Existing Plots

No immediate action will be taken with regards to current plots that do not comply, provided no additional items which fall outside the rules are added and there is no encroachment on nearby plots or walkways between plots. Items which are encroaching on other plots will be moved. Those which present a health and safety risk, a hinderance to maintenance, or causing an obstruction will be removed; we will endeavour to contact the deed holder on an individual basis to advise where action has been necessary in this respect.

4.5 Memorial Only Plots

Graves or cremation plots may be purchased for the siting of memorials only, without having been, or intending to be, for an interment

5. MEMORIAL SAFETY

- a) All memorials are the sole responsibility of the plot holder during the period of exclusive right of burial. The Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred.
- b) The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair. The Council will undertake routine safety checks on all memorials and will notify the plot holder via a plot notice and at the last registered address of any necessary works to make the memorial safe. The plot holder will be given notice to carry out the necessary repairs. The Council reserves the right to

temporarily make safe any memorials that pose a threat until such works are completed. If the plot holder does not arrange for the repairs to be made, the Council may repair or remove the memorial as it sees fit and will pursue recovery of expenses from the registered plot holder. The Council has a Memorial Safety Policy which is available on the website.

6. INSTALLATION

- a) Stone Masons must notify the Parish Office prior to removing any memorial from the Cemetery.
- b) Stone Masons must agree with the Parish Office their proposed installation date.
- c) It shall be the responsibility of Council Employees, Funeral Directors, Stone Masons, Grave Diggers their sub-contractors and any other person carrying out works in the cemetery to ensure that they do so in a manner which accords with all current Health and Safety legislation. Stone masons are required to have membership of a national registration scheme, such as the British Register of Accredited Memorial Masons (BRAMM). Stone Masons will comply with the National Association of Memorial Masons (NAMM) Code of Working Practice and BS8415 to ensure safe installation of memorials.
- d) The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1inch high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the plot number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1 inch in height, together with the month and year (MM/YY).
- e) Memorial masons must remove from the cemetery at the conclusion of their visit, all arisings from works undertaken and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial, all such memorials must be removed from the site prior to the grave being excavated.

7. OTHER

The Council cannot consider applications for the planting of commemorative trees/bushes or the placing of seats and benches.

Julie Whitehouse, Clerk to the Council
Reviewed and revised 17 September 2019