

Trowse

Parish Council

Cemetery

Management Plan

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Introduction

This policy has been produced to set out Trowse Parish Council's position with regards to memorial safety, the responsibilities of the Council, its contractors, memorial masons and deed holders. The policy provides an overview of the actions that will be taken to minimise risk to users of the cemeteries within Trowse and under their remit.

Since Victorian times memorials have been erected at the head of a grave as a permanent reminder of those buried within. It is often wrongly assumed that memorials are permanent structures, installed to the highest standards and will last forever without need for repair.

Unfortunately, this assumption has cost the lives of several people nationally in recent years, most of all who have been children and there have been countless accidents ranging from bruising to severe crush injuries and bone breakages. Local authorities now have to tackle years of neglect and in some cases poor workmanship. The memorials do not belong to the Council, they remain the property and the responsibility of the Deed Holder to the Exclusive Rights of Burial.

2. Responsibilities required

The following parties have responsibility for memorial safety in Council cemeteries: The Council has health and safety responsibilities to its employees, contractors and visitors to cemeteries. The Council has a responsibility to staff (Section 2 Health and Safety at Work Act 1974) and a responsibility to visitors (Section 3 Health and Safety at Work Act 1974). The Management of Health and Safety at Work Regulations 1999 places a legal duty on the Council to assess the risks from cemetery structures and work activities and ensure that the risks are controlled.

The Deed Holder or successor in title, of a memorial has the ultimate responsibility to maintain it so as not to present a hazard to themselves, members of the public or cemetery maintenance contractors, and as such are therefore responsible and liable for all expenditure incurred to make safe their memorial in the event that their memorial is found to be unsafe or dangerous condition. This is not the responsibility of the Council.

Site Information

Trowse cemetery is managed by Trowse Parish Council.

It is a 1.36-acre (0.55ha) site on Whitlingham Lane. The cemetery was opened due to the fact that St Andrew's Church (The Street, Trowse) had reached capacity.

Trowse cemetery falls under the wider conservation area protecting Trowse village and any management or maintenance of the site will conform to all regulations pertaining to such an area.

Contact Information

All funeral bookings, general enquiries and comments regarding the Whitlingham Lane Cemetery should be directed to the Parish Clerk:

Email: trowsepc@outlook.com

Mobile: 07899 798853

Admission to the Burial Ground

The Whitlingham Lane Cemetery is open for visitors every day of the year.

The Whitlingham Lane Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial ground. No consumption of alcohol or drugs may take place within the burial ground, and anybody under the effects of such substances will not be admitted or will be asked to leave.

Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc will be required to leave the burial ground immediately and may be the subject of subsequent legal action.

Children under the age of 14 are welcome in the burial ground but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the burial ground.

Dogs are permitted in the Cemetery but they must be kept on a lead and their mess must be cleared up.

Vehicles are not permitted in Whitlingham Lane Cemetery outside of parking area just inside the gates, except funeral cars at times of services.

Visitors with disabilities or other special requirements should contact the Parish Clerk who will be pleased to assist.

General Regulations

- No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Whitlingham Lane Cemetery either in their own time or during their employed hours.
- The burial ground is multi-faith and is not consecrated although individual plots can be blessed by a minister representing the religious belief of the deceased at the time of burial.
- No person shall canvass or solicit business in the burial grounds.
- All fees for interments or memorial works must be paid in full to the Council in advance.
- The Council will publish a scale of fees and charges annually. Residents of Trowse with Newton will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, lived in the parish of Trowse with Newton, or who lived in the parish of Trowse with Newton for over ten years and moved out of the area less than five years before their death. This will be at the discretion of the Parish Council. A resident who wishes to be buried in Whitlingham Lane Cemetery but who passed away without sufficient funds for a funeral will be allowed to be buried at the

discretion of the Council. All enquires about this should be directed to the Clerk of the Council.

- The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Graves

- Graves are available in Whitlingham Lane Cemetery.
- Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- The Exclusive Right of Burial for a grave can be purchased for a period of 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave subject to a Memorial fee.
- Memorials must conform to the regulations given below.
- The types of graves available are lawn graves, cremation/Ashes plot. Lawn graves are laid to lawn and a headstone only is allowed at the head of the grave.
- All graves and all cremation Ashes plots will be excavated and prepared for interment by approved contractors only. No other person or company will be allowed to undertake any excavation within the burial ground except with the express permission of the Parish Clerk. The depth of each lawn grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977 but will normally be dug to a double depth unless requested otherwise. The depth of Ashes plot will be suitable for placement of a normal cremation Urn or casket.
- Following the interment, the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season. The funeral directors can be called upon to level a grave after the 6 month settling period.

Coffins

- Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

Booking of Interments

- A provisional booking for a funeral may be made by telephone or email to the Parish Clerk.
- The provisional booking should be followed up by the submission of a completed Application of Interment (form supplied by Trowse Parish Council) to the Parish Clerk at least three days in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Application of Interment will act as confirmation of the provisional booking.
- As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, e.g., large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given.

- It is the responsibility of the person making the funeral arrangements to ensure that any current memorial on the grave is removed, and safely stored, from it at least 48 working hours prior to the date and time of the funeral.
- The Certificate given by the Registrar of Births and Deaths or an order of the coroner must be delivered to the Parish Clerk prior to the funeral.
- The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance

Interments

- Funerals will normally only be permitted Monday to Thursday 09.30 – 15.30, Friday 09.30 – 15.00 (excluding Bank or other Public Holidays).
- The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.
- It is the responsibility of the person making the funeral arrangements to organize a Minister or Officiate for the funeral if one is required. Individual plots can be blessed by a minister representing the religious belief of the deceased at the time of burial.
- Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).

Memorials

- The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy.
- Only those memorial masons' businesses that are British Register of Accredited Memorial Masons (BRAMM) accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the Whitlingham Lane Cemetery. Fixers who do not yet hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- Memorials will be permitted on Public graves until such time as another person is interred.
- Memorials in the lawn section other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined by planting or any other method. On lawn sections, planting is confined to the head of the grave and no objects must be placed on the length of the grave.
- Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Parish Clerk on the appropriate form supplied by the Council and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible mason.
- Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- The maximum height of lawn memorials is 90cm, the maximum width is 60cm and the depth is 30cm. The memorial must be a minimum of 7.6cm thick. The base must be ground level and should not protrude above ground level.

- The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 2.5cm high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right-hand side of the reverse of the memorial in letters not exceeding 2.5cm high.
- Memorial masons must remove all arisings from the burial ground at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the burial ground prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

Care of Graves and Memorials

- All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 3 months from the date of the letter to affect 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 grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- Grave spaces must be kept in a neat and tidy condition and all litter must be removed from the site.
- All flower holders or other items left on graves must be made of non-breakable material, not glass or plastic. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the burial ground or which interfere with the Council's maintenance of the site.
- Plastic memorials are not permitted in the Whitlingham Lane Cemetery. This includes plastic flowers, toys, foil balloons and banners.
- Graveside memorials should be of a natural material such as wood, stone or clay and should not be placed in a way as to interfere with site maintenance.
- No planting may take place on lawned graves other than spring bulbs. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.
- The use of chicken wire or wire baskets to protect flowers are not permitted. The Council reserves the right to remove them.

Ashes Burial Plot

- A provisional booking for a service may be made by telephone to the Parish Clerk.
- The provisional booking should be followed up by the submission of a completed form (form supplied by Trowse Parish Council) to the Parish Clerk at least three days in advance of the

intended date of internment. Receipt of the fully and correctly completed form will act as confirmation of the provisional booking.

- The size of ashes plot is to be 2ft 6 inches x 2ft 6 inches (75cm x 75cm).
- For a tablet memorial on top of the plot, the maximum dimensions are 18 inches x 18 inches (45cm x 45cm), in the centre of the plot. With a maximum height of the tablet not exceeding 10cm above ground level
- For a headstone the maximum height is 2ft (60cm) and width 18 inches (45cm)
- The number of the plot should be engraved on the bottom right reverse side of a headstone, or on the front right-hand side of a tablet.
- All flowers must be either in or on the Grave Stone.

Site Maintenance

Trowse Parish Council will use an approved contractor(s) or it's own staff to carry out maintenance work in the Whitlingham Lane Cemetery. This will be reviewed annually at the first Open Spaces and Property Committee meeting in the new financial year. The contractor/staff member will:

- Cut the grass
- Keep any hedges and trees trimmed as required
- Strim around headstones as required

Contractors will be expected to produce their own risk assessments for these tasks and a copy will be retained by the Parish Clerk. Contractors may, at times be asked about other maintenance tasks at the cemetery and any additional works carried out beyond what is laid out above. This will require a separate risk assessment to be completed.

Cemetery Checks

Trowse Parish Council will inspect the gravestones/headstones as per the legal requirement using an accredited contractor. Boundary fences/front gates at the cemetery will be inspected by staff using the form provided (see Appendix) and report any issues to the clerk.

Trowse Parish Council reserves the right to remove plastic memorials (including balloons and foil banners) as plastic is not permitted in the cemetery.

Anniversary memorials will be left on the grave for a period of no less than 1 month before they are removed.

Cemetery Records

All records pertaining to the cemetery will be maintained by the Parish Clerk and retained by Trowse Parish Council as per any legal requirements.

Cemetery fees

Fees, payments and sums fixed and settled under Article 15 (1) of the Local Authorities Cemeteries Order 1977 and the Rules and Regulations of Trowse Parish Council.

Cemetery Fees

ERoB = Exclusive Rights of Burial.

Type of Grave	Residents Fee	Non-residents Fee (+50%)
Earthen grave not exceeding 9ft x 4ft.		
The interment of a still born child, or still born twins (in one coffin), or a child whose age at the time of death did not exceed 12 years and whose parents reside in Trowse. (non-ERoB)	No fee will be charged.	No fee will be charged
The interment of a still born child, or still born twins (in one coffin), or a child whose age at the time of death did not exceed 12 years and whose parents reside in Trowse with ERoB	£588.00	£882.00
The purchase of an EroB plot for 99 years for one body.	£907.00	£1361.00
The purchase of an EroB plot for 99 years for two bodies.	£1813.00	£2720.00
The interment of a body in a grave. No ERoB. At the discretion of the Council.	£727.00	£1091.00
Cremated remains		
For the interment of a single set of cremated remains in an area of the cemetery set aside for cremated remains for a period of 99 years with ERoB	£454.00	£681.00
For the interment of two sets of cremated remains in an area of the cemetery set aside for cremated remains for a period of 99 years with ERoB	£907.00	£1361.00
For the interment of a single set of cremated remains in an area of the cemetery set aside for cremated remains for a period of 99 years without ERoB	£230.00	£345.00
For the strewing of cremated remains on a section of the cemetery designated for such.	£50.00	£75.00
For the interment of a single set of cremated remains in an existing grave (ashes or coffin) with EROB.	£200.00	£300.00
Transfer of Deed		
For the transfer of ownership of a grave with ERoB (for the balance of the years of the original ERoB)	£75	£112.50

Memorial Fees

All applications for memorials must be submitted to the Parish Council, via the Clerk and shall include a drawing, inscription and design to be placed on the memorial, together with the dimensions and material to be used for the memorial. Details for any vases to be included on the memorial must also be submitted.

Memorials must not exceed 838mm (33 inches) in height, not less than 75mm (3 inches) in thickness, and be erected on a foot of the same thickness, 300mm (12 inches) from back to front and 900mm (3 feet) in width.

Type of memorial	Residents Fee	Non-residents Fee
Headstone with or without base, including vase, scroll, book etc.	£250.00	£375.00
Flat stone/flush markers not exceeding 7ft x 3ft. (2134mm x 915mm)	£250.00	£375.00
Headstone with or without base, including vase, scroll, book etc. with a flat stone/flush marker not exceeding 7ft x 3ft. (2134mm x 915mm)	£450.00	£675.00
Inscribed vase of metal or stone placed on a grave, with or without a headstone or at a later date, as an addition to a grave with a headstone.	£120.00	£180.00
Cremation tablet not exceeding 406mm (1ft 6 inches) x 308mm (1ft 3 inches).	£120.00	£180.00
A memorial plaque set in an area designated for the strewing of ashes, for a period of 25 years. Plaque to be approved by Council prior to placement.	£120.00	£180.00

APPENDIX

Below is a collection of pro-former documents that should be read and used in conjunction with this management plan. These will be managed by the parish clerk.

1. Application for permission to erect a memorial.

TROWSE WITH NEWTON PARISH COUNCIL

Cemetery: Application for permission to erect a memorial

CONDITIONS:

1. Memorials on graves that do not have Exclusive Rights will only be a small memorial plaque and at the discretion of the Council. An application for this type of memorial should be made to the Clerk to the Council.

Evidence of the purchase of Exclusive Rights must accompany this form, e.g., a photocopy of the Deed of Grant, or the Deed's date and number and the Purchaser's details. The owner of the exclusive right of burial should sign where indicated below. If the owner is deceased, or cannot be traced, the executor/next-of-kin, or a person acting at their request, may make application and must sign the Form of Indemnity below.

2. All memorial installations must conform to the conditions specified in the current Burial Regulations and the Code of Working Practice of the National Association of Memorial Masons; all constituent parts must be dowelled together with mortar using minimum ½ inch diameter dowels. Headstones must be fixed using a non-corrodible Ground Anchor system. Only masons accredited or trained to the Blue Book standard and guaranteeing their work for 10 years may be used.

3. No memorials are to be erected until at least 6 months has expired after the last interment except in the case of cremated remains plots.

4. The Section and Grave number must be inscribed on the left-hand side looking at the headstone on all memorials erected.

5. No work should commence until approval of this application is received and installation must not take place prior to telephoning the office to check the availability of the Cemetery. Any memorial deemed to be dangerous will be laid down at any time. The named person in this application ("the owner") must keep the headstone in good and safe repair. The Council reserves the right to remove or repair the stone at the owner's expense if the owner fails to care for it. The owner should advise the Council of any change of address.

6. This permission will only last for 6 months from the date of approval. If approval is not granted then there is a right to appeal to be heard by this Council upon request.

Grave No:

Date of Interment:

Full Name(s) of Deceased:

Deed of Grant: No:

Dated:

Copy Enclosed YES/NO .

Full Name of Purchaser:

Purchaser's Address:

Tel No:

Date of Purchase

I, (signature):

being the purchaser of grave No _____ hereby give authority for the memorial described herein to be created.

FORM OF INDEMNITY (see condition 1 above and delete those not applicable *)

I (insert name):

Telephone No :

of (address):

being the executor / next-of-kin (or acting at the request of such executor / next-of-kin)

of the late (name):

buried in Grave No:

the subject of this application, and *it being impractical to trace the owner of the exclusive right of burial of this grave / *the owner of the exclusive right of burial is deceased, do hereby agree to indemnify Trowse with Newton Parish Council against any loss, costs or damage resulting from the erection upon the grave of any memorial or inscription in respect of the above-named deceased.

Signed:

Date:

Consent Form Your privacy is important to us and we would like to communicate with you regarding Whitlingham Lane Cemetery. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our "Privacy Notice" which is available from our website.

Yes, please, I would like to receive communication by telephone / post / email

Signed _____ dated _____

MEMORIAL DESCRIPTION: SPECIFICATION: DETAILS: DIMENTIONS.

Please provide below a full description and drawing, including measurements, materials and colour of lettering, of the proposed Memorial	Proposed inscription.
--	-----------------------

Total Fees Submitted £

Stonemason (Name/Address/Telephone No):

Signature/For:

LAWN CEMETERY MEMORIALS – CONDITIONS

At Whitlingham Lane Cemetery the allowable dimensions, excluding foundations, are:-

- I. a memorial with or without base not exceeding 914 mm (3' 0") wide (a) not exceeding 914 mm (3' 0") in height;
- II. II. a flat stone / flush markers not exceeding 2100 mm x 900 mm (7' 0" x 3' 0")
- III. III. a cremation plot memorial not exceeding 456 mm x 380 mm (1' 6" x 1' 3"). The headstones are to be set in straight lines and up to three flower vases may be incorporated within the base of the headstone.

No memorials over 3 feet (915mm) will be permitted. This is for Health and Safety reasons.

No other planting, vases, railings or other artifacts which will impede mowing are permitted on the grave. Containers must not be made of glass/plastic or other breakable material. Any items that are placed off the base will be removed.

The memorial will be inspected. The signing of this document constitutes agreement to the rules and regulation of Whitlingham Lane Cemetery as carried out by Trowse Parish Council.

2. Exchange of Rights Form

TROWSE WITH NEWTON PARISH COUNCIL

Exchange of Rights form

I/We the undersigned as next of kin/executor of the late:

who was the registered owner of the burial rights in the Grave space marked in Section:

in the grounds of Whitlingham Lane Cemetery, Trowse, do hereby request and authorise you to re-register the title to the said burial rights in the name of:

(Name in CAPS):

Of (present address):

and I/we do hereby assent to the vesting of the said burial rights accordingly.

Signed:

Dated:

This form of request must be fully completed and signed by the next of kin/executor of the deceased and be accompanied by copy of the deceased Will or suitable proof of identity and right to such exclusive burial rights.

The fee for change of ownership is set within the fees and charges for Whitlingham Lane Cemetery in force at the time of change. Please attach a cheque with this request and send to Trowse with Newton Parish Council, The Manor Rooms, The Street, Trowse, Norwich, NR14 8ST

Consent Form Your privacy is important to us and we would like to communicate with you regarding Whitlingham Lane Cemetery. To do so we need your consent. Please confirm your consent.

Yes, please, I would like to receive communication by telephone / post / email

Signed:

Dated:

3. Application for interment in new private grave

TROWSE WITH NEWTON PARISH COUNCIL

Application for interment in new private grave if first person buried is deceased.

Notice of Interment at Whitlingham Lane Cemetery, Trowse.

This form must be completed and received by Trowse with Newton Parish Council, The Manor Rooms, The Street, Trowse, Norwich, NR14 8ST, at least 4 clear working days prior to the funeral service. Please note that if this form is either not fully completed or received by the time stated, then burial may be delayed.

INTERMENT DETAILS

Date & Time of Burial at graveside	
Full Name of Deceased (Mr, Mrs, Ms, Miss, Other)	
Age of Deceased	
Last permanent address	
Name of person Officiating	
Religion of Deceased if appropriate	
Grave Number/Type	
Traditional/Cremated Remains/Child	
SIZE please specify the following When stating the coffin size please give accurate coffin lid size only in order that we can make the necessary adjustment for grave size.	Coffin / Casket / Cremation Casket Outside measurement – length: Outside measurement – width: (include allowances for handles) Outside measurement – height:
Depth of Grave required (Please note that although best endeavours will be made to ensure that the requested depth is achieved, this may not be possible due to coffin/casket sizes and/or ground conditions.	
Any special requests?	
Funeral Director's Name	

Address/Telephone No.	
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TO BE COMPLETED BY THE APPLICANT I hereby certify that the above details are correct and I have received a copy of the Rules & Regulations of the cemetery, and I will comply with them.

Signature of Applicant:

Full Name of Applicant:

Address:

I wish to purchase the Right of Burial to the grave in which the deceased named above is to be interred and understand that my Rights will exist for the period specified on the Title Deed.

The Certificate of Exclusive Right of Burial will be sent to you or your Funeral Director with the invoice. Any further information pertaining to the grave allocated can be obtained from the Parish Clerk of Trowse Parish Council.

I understand that the Parish Council contractors will carry out routine maintenance on all graves and that no private arrangements are to be entered in to. I understand that funeral flowers will be removed from the grave automatically three weeks after the funeral.

In the event that they fade beforehand then either the family or, on their instructions, the Parish Council contractors will remove them. This is to ensure that the grave is left looking as presentable and a fitting tribute as possible, to the deceased.

Following removal of funeral flowers, I understand that planting into the grave space is not permitted.

Signed:

Dated:

Full Name of Applicant (PLEASE PRINT) Mr / Mrs / Ms

Full Address of Applicant (PLEASE PRINT)

Relationship to deceased

Consent Form:

Your privacy is important to us and we would like to communicate with you regarding Whitlingham Lane Cemetery. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our "Privacy Notice" which is available from our website

Yes, please, I would like to receive communication by telephone / post / email

Signed:

Dated:

4. Application for interment in non-private grave

TROWSE WITH NEWTON PARISH COUNCIL

APPLICATION FOR INTERMENT IN A NON-PRIVATE GRAVE

NOTICE OF INTERMENT AT WHITLINGHAM LANE CEMETERY

This form must be completed and received by Trowse Parish Council, The Manor Rooms, The Street, Trowse, Norwich, NR14 8ST, at least 4 clear working days prior to the funeral service. Please note that if this form is either not fully completed or received by the time stated, then burial may be delayed.

INTERMENT DETAILS

Date & Time of Burial at graveside	
Full Name of Deceased (Mr, Mrs, Ms, Miss, Other)	
Age of Deceased	
Last permanent address	
Name of person Officiating	
Religion of Deceased if appropriate	
Grave Number/Type	
Traditional/Cremated Remains/Child	
SIZE please specify the following When stating the coffin size please give accurate coffin lid size only in order that we can make the necessary adjustment for grave size.	Coffin / Casket / Cremation Casket Outside measurement – length: Outside measurement – width: (Include allowances for handles) Outside measurement – height:
Depth of Grave required (Please note that although best endeavours will be made to ensure that the requested depth is achieved, this may not be possible due to coffin/casket sizes and/or ground conditions.	
Any special requests?	
Funeral Director's Name	
Address/Telephone No.	

TO BE COMPLETED BY THE APPLICANT

I hereby certify that the above details are correct and I have received a copy of the Rules & Regulations of the cemetery, and I will comply with them.

I fully understand that the deceased person named above is to be interred in an ordinary grave in which other persons are, or may be, buried and that I may not be able to purchase the Exclusive Right of Burial to the grave.

I further understand that no wooden cross, headstone or memorial of any kind including flower vase may be placed on the grave.

I understand that funeral flowers will be removed from the grave automatically three weeks after the funeral. In the event that they fade beforehand then either the family or, on their instructions, Parish Council contractors will remove them. This is to ensure that the grave is left looking as presentable and a fitting tribute as possible, to the deceased.

Full Name of Applicant (PLEASE PRINT)	Mr/Mrs/Miss/Dr
Full Address of Applicant (PLEASE PRINT)	
Signature of Applicant (Please note this is to be signed by Next of Kin and NOT the Funeral Director or Hospital Representative)	
Dated	

N.B. INSTRUCTIONS FOR INTERMENT IN A NON-PRIVATE GRAVE WILL NOT BE ACCEPTED UNLESS THIS DECLARATION IS FULLY COMPLETED.

Consent Form

Your privacy is important to us and we would like to communicate with you regarding Whitlingham Lane Cemetery. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our "Privacy Notice" which is available from our website.

Yes, please, I would like to receive communication by telephone / post / email

Signed:

Dated:

5. Reopening of a purchased grave

TROWSE WITH NEWTON PARISH COUNCIL

APPLICATION FOR THE RE-OPENING OF A PURCHASED GRAVE AND CONSENT TO BURIAL BY THE ORIGINAL PURCHASER OF THE EXCLUSIVE RIGHT OF BURIAL

NOTICE OF INTERMENT AT WHITLINGHAM LANE CEMETERY

This form must be completed and received by Trowse Parish Council, The Manor Rooms, The Street, Trowse, Norwich, NR14 8ST, at least 4 clear working days prior to the funeral service. Please note that if this form is either not fully completed or received by the time stated, then burial may be delayed.

INTERMENT DETAILS

Date & Time of Burial at graveside	
Full Name of Deceased (Mr, Mrs, Ms, Miss, Other)	
Age of Deceased	
Last permanent address	
Name of person Officiating	
Religion of Deceased if appropriate	
Grave Number/Type	
Traditional/Cremated Remains/Child	
SIZE please specify the following When stating the coffin size please give accurate coffin lid size only in order that we can make the necessary adjustment for grave size.	Coffin / Casket / Cremation Casket Outside measurement – length: Outside measurement – width: (include allowances for handles) Outside measurement – height:
Depth of Grave required (Please note that although best endeavours will be made to ensure that the requested depth is achieved, this may not be possible due to coffin/casket sizes and/or ground conditions.	
Any special requests?	
Funeral Director's Name	
Address/Telephone No.	

TO BE COMPLETED BY THE APPLICANT

I hereby certify that the above details are correct and I have received a copy of the Rules & Regulations of the cemetery, and I will comply with them.

Signature of Applicant:

Full Name of Applicant:

Address:

I hereby authorise Grave No. _____ in Whitlingham Lane Cemetery to be opened for the interment of _____ the deceased person named on this order.

Is the deed of ownership attached	Yes/No
Full name of registered owner (PLEASE PRINT)	Mr/Mrs/Miss/Dr
Address (please print)	
Relationship to deceased	

I certify that the above particulars are correct and hereby undertake to indemnify Trowse Parish Council and all its Officers and Members against any claim whatsoever relating to the grave, its ownership, or the Exclusive Right of Burial therein.

I also understand that any memorial on the grave will need to be removed and re-fixed and that this work will not be the responsibility of the Council.

I also understand that the funeral flowers will be removed from the grave automatically three weeks after the funeral. In the event that they fade beforehand then either the family or, on their instructions, the cemetery staff will remove them. This is to ensure that the grave is left looking as presentable and a fitting tribute as possible, to the deceased.

Following removal of funeral flowers, I understand that planting into the grave space is not permitted.

N.B. If the Deed of Grant is not able to be produced the following must be completed: -

I, (full name/please print):

being the registered owner of the grant of Exclusive Right of Burial / Organiser (please delete one) for the above grave space and not having produced documentary proof of ownership, take full responsibility for the opening of the grave and the interment of the deceased person named in this order.

I hereby indemnify Trowse Parish Council and all its Officers and Members against any liability.

Signed:

Date:

6. Reopening- unable to sign form.

TROWSE WITH NEWTON PARISH COUNCIL

APPLICATION FOR THE RE-OPENING OF A PURCHASED GRAVE AND CONSENT TO BURIAL WHERE THE ORIGINAL PURCHASER IS NOT ABLE TO SIGN

NOTICE OF INTERMENT AT WHITLINGHAM LANE CEMETERY

This form must be completed and received by Trowse Parish Council, The Manor Rooms, The Street, Trowse, Norwich, NR14 8ST, at least 4 clear working days prior to the funeral service. Please note that if this form is either not fully completed or received by the time stated, then burial may be delayed.

INTERMENT DETAILS

Date & Time of Burial at graveside	
Full Name of Deceased (Mr, Mrs, Ms, Miss, Other)	
Age of Deceased	
Last permanent address	
Name of person Officiating	
Religion of Deceased if appropriate	
Grave Number/Type	
Traditional/Cremated Remains/Child	
SIZE please specify the following When stating the coffin size please give accurate coffin lid size only in order that we can make the necessary adjustment for grave size.	Coffin / Casket / Cremation Casket Outside measurement – length: Outside measurement – width: (include allowances for handles) Outside measurement – height:
Depth of Grave required (Please note that although best endeavours will be made to ensure that the requested depth is achieved, this may not be possible due to coffin/casket sizes and/or ground conditions.	
Any special requests?	
Funeral Director's Name	
Address/Telephone No.	

TO BE COMPLETED BY THE APPLICANT

I hereby certify that the above details are correct and I have received a copy of the Rules & Regulations of the cemetery, and I will comply with them.

I also understand that the funeral flowers will be removed from the grave automatically three weeks after the funeral.

In the event that they fade beforehand then either the family or, on their instructions, Parish Council contractors will remove them. This is to ensure that the grave is left looking as presentable and a fitting tribute as possible, to the deceased.

Following removal of funeral flowers, I understand that planting into the grave space is not permitted.

Signature of Applicant:

Full Name of Applicant:

Address:

For completion see notes below

WHITLINGHAM LANE CEMETERY GRAVE NO:

I, (1*) _____

Of (2*) _____

Do solemnly and sincerely declare:

1. That the Deed to the Exclusive Right of Burial in the grave was granted to (*3*) _____

2. That said (3*) _____

died on the (4*) _____

i) Leaving a Will and Testament dated (5*) _____ which was not revoked, in which I/we were appointed as Executor(s).

(II) Leaving a Will dated (5*) _____ which did not appoint Executors/ appointing Executors who have not taken up or who are incapable of taking up the appointment.

(III) Not having left a valid Will and Testament.

(IV) I have been granted probate of the said (3*) _____ 's estate.

(V) I have had ownership of the Right of Burial transferred to me following the administration of the said (3*) _____ 's estate and now produce the transfer Deed.

3. The said (3*) _____ left an estate of insufficient value for which it was required to apply for probate and I am the (6*) _____ and next-of-kin and therefore would be entitled to such grant of probate had it been necessary.

4. To the best of my knowledge and belief the Deed relating to the Exclusive Right of Burial has not been sold or transferred to any person.

5. I declare (7*) _____ to be the new rightful owner of the Exclusive Right of Burial.

I hereby indemnify Trowse Parish Council and all its Officers and Members against any claim whatsoever relating to the grave, its ownership, or the Exclusive Right of Burial therein.

I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1935.

Signature of Declarant:

Declared at:

In the County of: Norfolk

This: day of: Year:

Before me:

Signature:

(Solicitor/Commissioner of Oaths)

Address of Solicitor/Commissioner of Oaths:

Completion notes: Delete such parts above as appropriate

(*1*) Full name of the Applicant

(*2*) Full postal address of Applicant

(*3*) Full name of the current owner of the Exclusive Right of Burial

(*4*) Date of death

(*5*) Date of Will

(*6*) Relationship to the original owner

(*7*) Name of the new owner of the Exclusive Right of Burial.

7. Memorial donation policy

TROWSE WITH NEWTON PARISH COUNCIL

Memorial Tree, Shrub and Bench Donation Policy Whitlingham Lane Cemetery, Trowse.

Introduction:

It is the policy of Trowse with Newton Parish Council to accept donations for the purpose of planting trees, shrubs and installing benches (referred to as memorials) within Whitlingham Lane Cemetery to memorialise a departed family member or friend buried at the Cemetery.

Donation Policy All donations shall be in compliance with the following:

- (i) Donations of memorials will be accepted only for the purpose of placing, purchasing and planting trees and shrubs, approved by this Council.
- (ii) Memorials shall be self-supporting e.g., all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary;
- (iii) Memorials shall remain the property of this Council; donations mean sponsorship not ownership. Legal ownership of a donated tree or shrub remains with the Council.
- (iv) There is a planting scheme at the Cemetery and any tree or shrub is mutually agreed upon by the donor(s) and Council staff. Donor(s) can select memorials only from the schemes currently available and from the exact locations and species as specified on the planting plans;
- (v) Memorial tree(s) are permitted to memorialise a departed family member or friend, but they will not be permitted to be planted on grave plots.
- (vi) Memorial donations will be recognised by use of a memorial plaque which will be permitted to be placed near the donated tree(s). Standard memorial plaques shall be used to promote consistency in cost, size, type and mounting, with plaque language approved by the Council. No structures or planting around the memorial is permitted.
- (vii) A ceremony or gathering at the time of a memorial dedication is permitted, but must be arranged in advance with the Council.
- (viii) The Council does not guarantee tree or shrub survivability. Trees and shrubs are planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.
- (ix) The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised tree location and type of tree etc;
- (x) The Council's decision is final.

Maintenance and replacement of sponsored trees

- The Council monitor and carry out routine maintenance on newly planted trees (watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the trees will be included within the Council's routine tree maintenance programme.
- For the first 3 years the Council will replace a tree in the unlikely event that it fails to establish and dies.
- For the first 3 years the Council will replace a tree if it suffers irreparable damage from vandalism.
- The Council welcome donor(s) to help with regular watering of a tree until it is established, without endangering the safety of the public and themselves. A tree needs 150 litres of water every 2 weeks during the spring and summer months. If you can provide an extra couple of

buckets of fresh, grey or rain water for a newly planted tree during this period the tree would benefit.

- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and we would plant a replacement tree in an appropriate location.

Maintenance of sponsored shrubs

- The Council monitor and carry out routine maintenance on planted shrubs (watering, mulching, and feeding) within the Council's routine maintenance programme to ensure their satisfactory establishment.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the shrub if deemed necessary and we would plant a replacement shrub in an appropriate location.

Additional Information

This Council respects the rights and needs of the individual, and has therefore prepared this policy with a balance that will enable us to manage Whitlingham Lane Cemetery effectively, and, maintain the highest possible standards, without placing unnecessary restrictions on individual choices.

The Council aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement, and to create and maintain an environment where the bereaved can pay their respects and remember loved ones in the ways they feel most appropriate. For further more detailed information for mourners please refer to the Information and Rules for the Next-of-Kin.

Please be aware that the Council reserves the right to change this policy from time to time, and, that compliance with any changes is required.

All funerals and cemetery administration will be under the control of the Clerk to the Council as the Councils' proper officer.

8. Memorial plaque application form

TROWSE WITH NEWTON PARISH COUNCIL

Memorial plaque application form

Please return to Trowse Parish Council, The Manor Rooms, The Street, Trowse, Norwich, NR14 8ST

1) Your details

Name:

Address:

Postcode:

Telephone:

2) I wish to purchase a Memorial Plaque in the Whitlingham Lane Cemetery in memory of who is located in grave number: _____ (if applicable)

The plaque will read:

3) Conditions of installation

I hereby agree to the following conditions

- a. The memorial will be subject to approval by the Council before being placed in the Cemetery.
- b. Will be of a suitable size and shape.
- c. Will be maintained by the purchaser.

Signed:

Date:

Official use only: Officers initials and date

Memorial plaque location agreed:

Memorial text approved:

Memorial plaque installed (date):

9. Cemetery Checks form

TROWSE WITH NEWTON PARISH COUNCIL

Cemetery checks form

Inspection carried out by: _____ Date: _____

Are there any general problems with the site?

E.g, access, conditions of fencing

Are there any issues with individual plots?

FOR OFFICE USE ONLY.

Form received:

Date:

ARE THERE ACTIONS TO BE TAKEN

Y/N

Required actions

Completed actions:

Sign:

Date:

10. Health and Safety Policy

TROWSE WITH NEWTON PARISH COUNCIL

HEALTH & SAFETY POLICY

Trowse with Newton Parish Council recognises that under the Health and Safety Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of all its employees. It is also keen to ensure, as far as is reasonably practicable, that members of the public who use Council facilities do so in the safest way possible.

The Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees and volunteers (including councillors), paying particular attention to the provision and maintenance of:

- 1) Plant, equipment and systems of work designed and maintained to operate and function safely.
- 2) Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- 3) To promote safety awareness among all employees and members of the public.
- 4) To provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some Council facilities.
- 5) The wearing of Personal Protective Equipment and the compliance of Council safety procedures.
- 6) Any contractors engaged by the Council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as the Council may deem compulsory.
- 7) Risk Assessments will be carried out as necessary and retained on record.
- 8) Electrical Portable Appliance Testing of Parish Council equipment will be conducted annually to conform to current legislation.

The Clerk to the Parish Council assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by the Council

Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.

Employees and volunteers should:

- a) Seek advice on safety and health matters from the Clerk, and follow advice given.
- b) Comply with the instructions and procedures for safe working at all times.
- c) Use, in a correct and safe manner, all equipment including machinery, tools, guarding and Personal Protective equipment.

d) Report immediately to the Clerk, or Chairperson, any defects in plant, structures, equipment or safety procedures which come to their notice.

e) Report promptly to the Clerk, or Chairperson, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents. To record any such accidents in an Accident Book, to be held in the Clerks office.

A copy of this statement will be issued to all Council employees, volunteers and councillors. It will be revised, added to or modified when required and reviewed annually.

Adopted by Trowse with Newton Parish Council

Signed..... Chairman

Reviewed September 2022

11.Memorial Management Policy.

TROWSE WITH NEWTON PARISH COUNCIL

Management of Memorials Policy

Contents

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- Risk Assessment

Introduction

Cemeteries have been a feature of the British landscape since the Bronze Age. Different societies have placed different values on the way they care for their ancestors. The legacy of cemeteries today is that many large, splendid features in our local environment have fallen into disrepair.

Since 1995 there have been several fatal accidents and countless less serious accidents involving memorials within cemeteries across the UK. This highlights the need for an inspection process. Many memorials on graves have become unstable and may pose a danger to the visiting public and those who work in the cemeteries.

The strategic aim of this policy is to make South Lakeland's cemeteries safe places for staff, visitors and all others who may carry out work there. This policy covers the arrangements to be put into place for assessment, monitoring and remedial works required. Trowse Parish Council have inspected memorials for a number of years and this policy reflects updated guidance and best practice.

The purpose of this policy is to make it clear to all stakeholders the responsibilities of the council in ensuring safety of cemetery visitors and the actions the council will take to deal with safety concerns identified during routine inspections.

This policy will be reviewed annually, or as required, by Trowse Parish Council.

Explanation of Terms

BRAMM - The British Register of Accredited Memorial Masons

BS8415 – The current British Standard for the erection of memorials Memorial – A permanent structure that commemorates a deceased person such as a headstone, tombstone, grave surround, stone vase erected by a monumental mason.

Memorabilia – other forms of memorialisation found cemeteries such as flower holders, small potted plants, ornaments etc. It should be noted some items of memorabilia are prohibited under TPC's Cemetery Regulations.

NAMM - The National Association of Memorial Masons

TPC – Trowse with Newton Parish Council

Responsibilities

Trowse Parish Council must recognise its duty of care under the Health and Safety at Work Act 1974 with regard to the provision of safe places of work for members of staff and the extension of this duty to include the safety of members of the public and others visiting or working at their cemeteries.

It also has a duty of care under the Occupiers Liability Act 1957, to ensure, as far as reasonably practicable, their sites are maintained in a safe condition.

Management of Memorials

The management of memorials can be divided into two broad areas as well as a subsidiary category of memorabilia:

New Memorials

TPC has a memorial policy whereby all masons must be qualified through a recognised national association (BRAMM). New installations have to be fixed to nationally recognised standards as well as BS 8415 and all new fixings are inspected by Council Staff. Only companies registered within the scheme are issued permits to work in TPC Cemeteries.

Existing Memorials

These are those which have already been erected within the cemeteries and closed churchyards and which could present an immediate danger to the public if they are in an unsafe condition. If so, they require immediate attention in order to prevent the possibility of injury.

Until relatively recently dangerous memorials appear to have been dealt with as 'one off' incidents by virtually all authorities. Only very unfortunate fatal incidents have brought health and safety to the forefront.

Memorabilia

TPC take a pragmatic and reasonable approach to the placing of memorabilia on graves where family wish to personalise a grave space whether a memorial is placed or not.

However, the Cemetery Regulations expressly forbid a number of memorabilia options as follows:

Glass flower holders or unsightly containers of any description shall not be used.

- No glass cases or globes shall be permitted.
- No trees, shrubs plants or flowers, other than spring bulbs, shall be planted on any grave space
- Kerbstones or any other form of grave surround are not permitted
- The deposit of stone or other chippings on any grave space (full or ashes) is not permitted.

The council cannot accept no responsibility for the safety of flower holders, their contents or any other memorabilia placed on a grave and reserves the right to remove any such articles including artificial flowers, which may have become broken or unsightly.

Inspection Policy

To comply with legislation and current guidelines from the HSE the Council is required to survey every headstone/memorial within cemeteries and closed churchyards on a rolling 5-year programme, to ensure that they are in a stable condition and do not pose any threat or danger to visitors and staff.

TPC undertake this survey with the services of an accredited contractor and administer a rolling 5-year programme. Records are held within the Parish Council.

Each headstone is carefully assessed by a visual and hand test to check for movement of the memorial, further details are contained within this policy.

Information is held which provides inspection reports on:

- Those memorials requiring immediate attention and any action already taken
- Those requiring attention within a specified term (e.g. 12 months)
- Those memorials requiring attention by a structural engineer (i.e. those over 2.0m in height)
- Number of memorials inspected
- The total number of memorials

Following inspection all memorials are categorised into three categories:

Category	Description	Response
3	Hand Test Pass – No Movement	Re-inspect in a maximum of 5 years.
2	Hand Test Pass - Movement not posing immediate risk	• Consider remedial action to further lower risk if possible. • Inform grave owner • Re-inspect as required (max 12 months)
1	Hand Test Fail – Movement posing immediate risk	• Take immediate remedial action • Inform grave owner • Re-inspect as required (max 12 months)

Such inspection categories are reasonable to provide adequate protection to the public and are achievable in terms of resource availability.

Inspection Regime

The inspection of the memorials is split into 2 phases; the initial phase is as follows:

- Inspect and make safe where necessary, all memorials, 1 metre or over up to 2.0 metres in height, which pose an immediate risk.
- Simultaneously inspect and make safe, where necessary, all memorials under 1 metre in height.
- Visually inspect all memorials of 2.0 meters or over, cordon off any that show signs of instability and arrange inspection by a structural engineer or other suitably qualified person.

The inspection of each memorial consists of a full visual inspection, recording of findings, action taken and a date when carried out. This information is stored within Trowse Parish Council records and registered owners informed where applicable.

Inspection of Memorials

As part of our Memorial Management Policy all memorials are inspected following their installation to ensure they meet our cemetery regulations and current standards. Where issues are located during this stage a request to rectify will be made to the stone mason.

Communication

To minimised negative press coverage and causing distress to cemetery visitors, prior to the implementation of this policy, communications will be sent via social media, local press as well as through the TPC website to alert the wider community of the planned works. Notices will also be placed at entrances to cemeteries where works are planned and on Cemetery notice boards where available explaining the planned works and how to find more information if required.

As soon as is practical following a test failure, attempts will be made via recorded mail to contact the grave owner detailing their options to rectify the memorial and make it safe to current standards. If a grave owner is unhappy about the authority's decision to identify their memorial as being unstable a meeting can be arranged at the burial ground where they can witness a further inspection of the memorial.

Personal Protective Equipment (PPE)

Inspectors should be prepared with adequate personal protective equipment for the inspections they will be completing as per the risk assessment (app. 2.0) This may include protective footwear, gloves, goggles, safety helmet dependent on the type, height and age of the memorials being inspected and the type of remedial action necessary.

Staff should have access to adequate PPE even if its use is not envisaged to be prepared to react to any identified issue within the Whitlingham Lane cemetery.

Visual Inspections

Prior to any physical testing of a memorial a full visual examination must take place. This examination will alert the inspector to any possible faults, which may indicate that the memorial will fail the stability test and thus lead the inspector to take a more cautious approach.

Unless a full visual inspection is carried out prior to testing, the possibility exists for the memorial to fall suddenly on the exertion of minimum pressure possibly causing the inspector to fall and injure themselves.

The visual inspection should take into account all joints, kerbs and corner posts where present, angle of lean, cracks and faults, what type of stone, ground conditions and action of nearby trees, shrubs etc. This should then be recorded on the appropriate document.

Testing

As previously mentioned, all memorials up to a height of 2 metres are tested by an accredited Contractor.

No memorials over 3ft (915mm) will be permitted in the Cemetery.

The Clerk or other staff member may be present during the inspection.

The inspector will supply a written report to the Council as soon as possible after the inspection.

Immediate Actions

Whenever a memorial that poses an immediate danger is identified the operative must take immediate action to eliminate the hazard or prevent any person coming into contact with the hazard.

Immediate action may necessitate the use of specialist lifting equipment, like a gantry or the application of a support structure. The support structure must be seen as a temporary measure which will require the elimination of the hazard at a later specified date. Immediate actions must be recorded together with further actions that are required. This information will be used to compile work schedules for further actions designed to eliminate hazards.

Lawn Sections

On lawn sections within our cemeteries, we will use one of the following methods to eliminate the risk in the short term while we try and contact the grave owner.

- Stake and band the memorial
- Lay the memorial flat
- Cordon off
- Monolith – sink in one third of the memorial

With all methods used a notice will be placed on or next to the memorial with information provided on why this has happened and with TPC contact details.

Traditional Sections

On traditional sections within our cemeteries, we will use one of the following methods to eliminate the risk in the short term while we try and contact the grave owner.

- Stake and band the memorial
- Lay the memorial flat
- Cordon off
- Monolith – sink in one third of the memorial

Where kerbs are present and pose a hazard, they may be removed and buried underneath the turf to eliminate the risk they pose. This would allow for the grave owner if they wished to retrieve them and have them reinstated or reused for another purpose.

For health and safety reasons no new traditional graves are permitted in the Cemetery.

All Sections

If contact with the grave owner is unsuccessful or does not have a satisfactory result following follow up inspections the council reserves the right under Article 16 of the Local Authority

Cemeteries Order (LACO) to alter the position or re-erect a tombstone or other memorial within their cemeteries as part of the statutory duty to protect the health and safety of all visitors.

Where none of the above is a suitable action to ensure the health and safety of visitors to a site the council may use its powers under Article 16 of LACO to move a memorial to a safe location within a cemetery or remove from the cemetery.

With all methods used a notice will be placed on or next to the memorial with information provided on why this has happened and with the TPC contact details.

Records

A record of findings for each memorial will be recorded within the Council's administration system. The record for each memorial is considered to be the individual risk assessment and will be used to establish which category each memorial should be placed within. Memorials found to be in a stable condition will be recorded as such.

Records of at least the last two inspections will be retained in order to be able to demonstrate the history of inspection and action for each individual memorial, spanning a 5-year period.

The records will be used to compile works programmes (further actions) and re-inspection programmes (categorised memorials).

Ongoing Monitoring

Following the inspections, a schedule of works will be drawn up to allow for the planning of future inspections this will include the mandatory 5-year inspections of all memorials as well as including the interim inspections to monitor temporary fixes applied. A copy of this schedule will be held and updated by TPC.

13. Pre-approved planting list

TROWSE WITH NEWTON PARISH COUNCIL

Recommended Bulbs/Plants/Shrubs for

Whitlingham Lane Cemetery

Below is a list of plants that have been pre-approved for use at Whitlingham Lane Cemetery. If you would like to place anything else on a grave, please speak to the Parish Clerk who will put your request to Council. Contact: trowsepc@outlook.com or call 07899 798853

Please note, this list is outside of the arrangements that are made for funerals. Funeral flowers will be removed from graves after 14 days, unless the next-of-kin have already done so.

Flowering bulbs

- Daffodils
- Snowdrops
- Crocus

Shrubs

- Sweet box
- Hydrangea
- Viburnums
- Pachysandra
- Daphne
- Skimmias