

Crewkerne & West Crewkerne Joint Burial Committee

Townsend Cemetery Rules for Monumental Masons

These Rules are supplementary to the Townsend Cemetery General Rules and must be read in conjunction with them. Nothing in these Rules and Regulations overrides or supersedes any applicable legislation, including the Local Authorities' Cemeteries Order 1977, or any applicable Council byelaws.

1. Definitions

1.1 For the purposes of these rules:

- **'council'** means Crewkerne Town Council.
- **'committee'** means the Joint Burial Committee comprising Crewkerne Town Council and West Crewkerne Parish Council.
- **'cemetery'** means Townsend Cemetery, Crewkerne.
- **'ashes interment'** means the interment of cremated remains in a cremation plot or full-size burial plot.
- **'full burial'** means the interment of a body in a full-size burial plot.
- **'New Section'** and **'Old Section'** mean the areas of Townsend Cemetery identified by those names on the cemetery plan maintained by the council. The memorial dimensions and permitted features applicable to each section are set out in Section 4.

1.2 Where there is any doubt as to whether a grave is located within the Old Section or New Section, the council shall determine which section applies by reference to the cemetery plan and the council's burial records.

2. Memorial Masons and Contractors

2.1 Before any work is carried out in the cemetery, a monumental mason must provide the council with evidence of current public liability insurance with a minimum cover of £5 million. Evidence of insurance must be renewed and provided to the council annually.

2.2 Before any work is carried out in the cemetery, a monumental mason must provide the council with evidence of their relevant qualifications. They must hold one or more recognised qualifications for the fixing and securing of memorials that demonstrate competence in accordance with BS 8415:2018 or any subsequent or replacement British Standard and the current applicable NAMM or BRAMM requirements.

2.3 The business supplying any memorial, additional inscription or remedial work must be a full retail member of NAMM or an accredited member of BRAMM.

2.4 All work must be arranged with the council in advance and must conform with BS 8415:2018 or any subsequent or replacement British Standard. Memorial masons must liaise with the council to agree the date and time of any work to be undertaken in the cemetery.

2.5 The person responsible for erecting, fixing, moving or transporting a memorial must provide all tools, equipment and labour necessary to carry out the work. All work must be carried out using appropriate safe working methods and in accordance with applicable health and safety requirements and the current NAMM Code of Working Practice or, where applicable, the current unabridged BRAMM Blue Book, in accordance with the scheme or organisation under which the memorial mason is working.

- 2.6 The person responsible for erecting a memorial must remove any surplus soil to an area designated by the committee and leave the work area clean and tidy on completion of the work.
- 2.7 No hewing, dressing or cutting of memorials is permitted within the cemetery.
- 2.8 Where a memorial is removed for an additional inscription, alteration or repair, the memorial must be returned and reinstalled in accordance with the current relevant British Standard and applicable NAMM or BRAMM code of working practice.
- 2.9 No memorial may be removed from the cemetery for any purpose without the prior consent of the council.

3. **Memorials**

- 3.1 The Exclusive Right of Burial must be purchased before an application can be made for the right to erect a memorial, in accordance with the Townsend Cemetery General Rules and appropriate legislation.
- 3.2 Applications for a new memorial, an alteration to an existing memorial or an additional inscription must be made on the committee's prescribed application form and signed by the holder(s) of the Exclusive Right of Burial. No memorial may be placed, removed or altered, and no inscription may be added, without the prior written approval of the council and payment of any applicable fee.
- 3.3 Cremated remains may be commemorated at the cemetery in the following ways:
 - a) interment in a dedicated cremated remains plot, with an approved tablet or flower holder;
 - b) interment in an existing burial plot; or
 - c) commemoration in the Garden of Remembrance by means of an approved plaque.
- 3.4 The committee may refuse to permit a memorial, inscription, design, material or other feature which it considers inappropriate, unsuitable or likely to cause offence.
- 3.5 Memorials should be constructed from durable materials of suitable quality which are appropriate for use in a cemetery and are unlikely to perish, become unsightly or pose a danger. Synthetic stone and plastic memorials are not permitted.

4. **Memorial Dimensions and Permitted Features**

- 4.1 **Memorials in the New Section:**
Upright lawn memorials are permitted in the new section. Headstones and memorials for cremated remains must not exceed 2ft 6ins (76 cm) in height and 2ft (61 cm) in width (including the plinth). Kerbstone surrounds, fencing, railings, borders, chippings, gravel and shingle are not permitted.
- 4.2 **Memorials in the Old Section:**
Upright headstones and kerbstone memorials are permitted in the old section. Headstones and memorials for cremated remains should not exceed 5ft (152 cm) in height or 3ft (91 cm) in width. Kerbstones should not exceed 7ft (213 cm) in length or 3ft (91 cm) in width and must not include rails, chains or palisades. Chippings may only be used within a kerbstone surround approved by the committee or the Town Clerk.
- 4.3 Existing memorials and kerbstone surrounds which were lawfully installed before these rules came into effect may remain, subject to being maintained in a good, safe and sound condition. No alteration, extension or replacement may be made without the prior written approval of the council.

- 4.4 No headstone or other permanent memorial may be installed, or a new inscription added, until a minimum period of 12 months following a full burial or 6 months following the interment of cremated remains has elapsed. This period is required to allow the ground to settle and reduce the risk of the memorial sinking, leaning or becoming unstable.

5. **Memorial Identification and Inscriptions**

- 5.1 Memorials and any integral vases made from quarried materials must have the number of the grave space permanently marked or cut conspicuously on the back.
- 5.2 Monumental masons may display their name on the back of a memorial in lettering not exceeding 1cm (1/2 in) in height.
- 5.3 Inscriptions should be simple and reverent. Photographs, images, engraved drawings and other decorative or individual design features may be permitted where included in the memorial application and approved by the council or the Town Clerk. Any such design should be discreet, appropriate to the memorial and reflect the life of the person commemorated. Photographs, including porcelain photographic plaques, must not exceed 10 cm in height and 8 cm in width.

6. **Vases and Containers**

Any vase or other container intended to remain permanently at a grave must form an integral part of the memorial and must be approved as part of the memorial application.

7. **Installation Standards**

Memorials should, wherever reasonably practicable, be installed on undisturbed ground. All memorials must be installed, fixed and maintained in accordance with BS 8415:2018 or any replacement or relevant British Standards and current applicable NAMM and BRAMM codes of working practice, standards and guidance.

8. **Completion of Works**

The council would appreciate monumental masons notifying the council when the installation of a memorial has been completed and providing a clear photograph of the completed memorial within five working days of completion, wherever reasonably practical.

9. **Guarantee of Work**

The council recommends that monumental masons provide a minimum 10-year guarantee for the workmanship associated with the installation and fixing of a memorial.

10. **Memorial Safety and Maintenance**

In the event of any inconsistency between these rules and the Townsend Cemetery General Rules, the General Rules shall apply.

Version Control:

Reviewed by the Joint Burial Committee: 6 October 2026, Min. No. 037 26/27b

These rules will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **October 2030**