

Progress Update – Cemeteries 2: Management of Memorials

Number	Recommendation	Responsibility	Anticipated Completion Date/ Completion Date	Evidence of Progress 16/11/09	Assessment of progress (Categories 1-4) 16/11/09	Evidence of Progress 15/02/10	Assessment of progress (Categories 1-4) 15/02/10
5	<p>5. That the Council's Cemetery Regulations be revised to allow:</p> <ul style="list-style-type: none"> - a small second memorial to be fixed at the head of the grave, providing that they are fixed in accordance with NAMM Code of Working Practice and the overall size of the two memorials does not exceed the grave width; - excluding the actual lawn heading, personalisation by appropriate planting of an area at the head of the grave no larger than 25% of the grassed area (i.e. approx 1'9"/ 53cms for lawn/traditional graves and 9"/23cms for graves within the cremated remains and babies garden areas) (detailed guidance to be drawn up but not allowing any type of edging/ kerbing); - restrictive regulations in respect of the type of memorials permitted within babies' sections 	Jayne Robins	<p>a) By end March 2009 b) By April 2010 c) Ongoing from April 2008 d) Effective from April 2010.</p>	<p>Small second memorial now permitted alongside existing headstone.</p> <p>Two new memorials now introduced – Desk-top Tablet Memorial and Memorial Flat Plaques.</p> <p>Grave Maintenance Policy: Communication and awareness raising commenced and ongoing for new interments (August 2009 onwards).</p> <p>Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).</p>	<p>1 – Fully Achieved</p> <p>1 – Fully Achieved</p> <p>1 – Fully Achieved</p> <p>2 – On Track</p>	<p>Rules & Regulations amended to reflect revisions.</p> <p>Revised application forms and associated information leaflets produced.</p> <p>Further consultation taking place during February/March 2010 with Memorial Masons to discuss proposed inspection procedures for newly installed memorials to ensure compliance with NAMM Code and Rules & Regulations.</p>	<p>1 – Fully Achieved</p> <p>1 – Fully Achieved</p> <p>2 – On Track</p>

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	be relaxed to allow greater choice (provided that memorials are within specified size and fixed in accordance with the NAMM Code of Working Practice).						
6	That inscribed commemorative memorial wall plaques and featured remembrance areas be provided by Bereavement Services to allow bereaved families to commemorate the memory of a loved one.	Jayne Robins	Ongoing from April 2008. By April 2010	Research on-going, together with consultation with stakeholders and 'supporters' group' to ensure user needs/views are considered.	2 - On Track	Meetings held with Welters Organisation Worldwide and The Columbaria Company. Both companies to submit bespoke designs for a remembrance area initially in Durham Road Cemetery.	2 On-Track
7	That a programme for removal of kerb surrounds in traditional areas be developed starting first with the oldest graves and those which have damaged or dangerous kerb sets as identified by the inspection programme, following detailed consultation and consideration of all the issues including alternative uses for the old kerb sets.	Jayne Robins/Richard Bradley	a) Dec 2010 b) Apr 2012 c) Apr - Dec 2012	Audit progressing with 60% complete.	2 - On Track	Audit progressing well, with 80% complete.	2 – On Track

