

BROCKENHURST PARISH COUNCIL

The Parish Council Office
Highwood Road, Brockenhurst SO42 7RY.
T: (01590) 622829
W: www.brockenhurst.gov.uk
E: clerk@brockenhurst.gov.uk



JUNE 2020

Memorial Management policy

Brockenhurst Parish Council is responsible for public safety in the part of St. Nicholas' Churchyard over which it has jurisdiction. In order to discharge this responsibility a programme of regular inspection and testing will be undertaken. A Faculty will be obtained for the inspection and remedial work, if required.

This document sets out to define the measures which will be taken in terms of publicity before inspections, method of testing and remedial work.

Publicity

The proposed inspection will be publicised by means of a notice in the Lymington Times on two successive weeks, by posters in village noticeboards and at the Cemetery, and on the Parish Council website.

Risk Assessment

The memorials most likely to be hazardous will be prioritised in the inspection routine, this could be relevant to their location in the cemetery, design and age of the memorial. The method of making safe will be considered, relative to the level of risk potentially posed by each memorial, both to members of the public and to council staff, eg, some memorials may only be safe if laid down.

Method of Testing

No mechanical device such as a Topple Tester will be used. The groundsman has attended an ICCM Memorial Inspection training session and will carry out the testing. The testing will be by means of a visual inspection at first, followed by a manual push/pull test to establish the stability, or otherwise, of the memorial. Any remedial action required will be recorded along with the identifying details. 25kg is the weight recommended to be used for testing. Inspections will be done section by section and individual memorials will be recorded.

Size of memorials:

Up to 625 mm in height:

Visual inspection and hand test. Re-inspect within maximum of five years.

Between 625 mm and 1.5 m in height

Visual inspection and hand test. If movement is found but the memorial is stable, re-inspection should be carried out within two years

Over 1.5m in height

Visual inspection and hand test. If concerns are raised cordon off the area and seek a professional opinion if appropriate. Re-inspect within maximum of five years.

Classification or action required:

Priority 1 – immediate action to be taken to make the memorial safe and stop anyone accessing it

Priority 2 – Memorial is not an immediate danger but not fully stable and will therefore need to be monitored every 12 months to assess further deterioration

Priority 3 – Memorial is perfectly stable and safe and re-inspect in a maximum of 5 years' time

Remedial work

Minor remedial work will be carried out by the Parish Council, such as infilling of earth behind a memorial which is securely seated in the ground but has slight forward/backward motion due to earth shrinkage around it. Some mortar/mastic replacement will be carried out where this is necessary and feasible. Any memorials which cannot be immediately made safe will be staked or cordoned off, if appropriate, but in extreme cases will be laid flat on the grave to which they refer, with inscriptions facing upwards, in order to remove any safety risk. Memorials such as old large stone crosses are likely to present the main problem due to their inherent instability and weight. Memorial masons remain responsible for the safety of memorials they install for six years. In the case of such a recent memorial the mason will be contacted to repair the memorial rather than the family. It is anticipated that any memorial identified as unsafe will be repaired within 18 months.

Contacting the family

Attempts will be made to contact family to request that they instruct a NAMM/BRAMM memorial mason to reinstate memorials in need of repair which are less than thirty years old, but should this not be possible or should the family be unwilling, steps will be taken to ensure public safety, this could include staking and strapping, installing as a monolith and/or laying flat.

Large memorials will not be reinstalled due to future instability concerns and likely disproportionately high cost. These memorials are usually the oldest ones and therefore the least likely for which family can be traced.

Frequency and Recording of Inspections

Routine inspections of memorials will be carried out annually in order to detect and deal with minor repairs before they become more serious. Not all memorials will be inspected

every year, a rolling programme is conducted and each memorial will be inspected at least every five years. A digital system will be used to record the findings.