



DARTMOOR FOREST PARISH COUNCIL

TITLE: Memorial Inspection Procedure for Postbridge Cemetery

DOCUMENT MANAGEMENT

This document constitutes **version 1** of the **Memorial Inspection Procedure** and was **adopted** at the **Parish Council meeting** on **3 December 2007**.

1. All memorials will be inspected annually
2. Inspections will be carried out by a nominated member of the Parish Council
3. Notice of annual inspections will be published one month in advance in Parish notice boards and in the Parish Link
4. Memorials will be subject to a visual inspection, followed by a manual push test.

The visual inspection will look for any obvious movement from the original vertical alignment, and other signs of wear or instability such as decay of masonry

The push test will be applied at the top of memorials that are less than 1.5 metres high and at a height of one metre on those memorials that are more than 1.5 metres high
5. The result of each memorial's test will be recorded and given a category as follows:
 - Category 1 – the memorial presents immediate danger and has been laid down
 - Category 2 – the memorial presents a potential danger and requires action in the next three months
 - Category 3 – the memorial presents no danger
6. Owners will be informed for categories 1 and 2 within seven days of the inspection taking place and will be asked to effect appropriate repairs



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7. At its discretion, and subject to funds being available, the Parish Council will undertake appropriate repairs at its own expense where:
 - Owners cannot be traced
 - Owners have not responded within six weeks of being informed
 - Owners have responded but cannot bear the full cost of repairs

8. As an aid to memorial safety the Parish Council will ensure that any mason erecting a memorial in the cemetery must:
 - Abide by the NAMM Code of Practice in operation at the time of erection
 - Provide a written guarantee of memorial stability valid for not less than ten nor more than 30 years

9. As an aid to memorial safety the Parish Council will issue a notice to owners giving them the right to erect a memorial. Such notices will be valid for a period of not more than 30 years.