

East and West Hagbourne Cemetery Memorial Management Policy

All memorials and plot decoration are subject to the approval of the Cemetery Committee.

The cemetery is not managed therefore plot owners are fully responsible for the upkeep of their individual plot.

1. Prior to the installation of any memorial stone, the Clerk must be informed and approve any given design which must conform to the current cemetery regulations.
The full cemetery regulations can be found [here](#).
2. If a memorial or other plot decoration is added without approval or becomes a concern, the following process will be implemented:
 - i) A letter shall be sent to the plot owner informing them of the issue and requesting that it is rectified in an appropriate manner within a timeframe of 2 months.
 - ii) A notice will be left on the plot in question requesting that the plot owner/family contacts the Clerk, in case the address details held are incorrect.
 - iii) If there is no communication or rectification within the 2-month period, a second letter will be sent to the plot owner, informing them again of their obligation to action the initial request, with a further 1-month deadline.
 - iv) Once three months have passed, if no action has been taken or communication made, the Cemetery committee has the right to remove and dispose of non-conforming items, and charge the plot owner accordingly.
3. The same process as outlined in 2. will be followed if the plot has been planted and is not being appropriately maintained.
4. The Parish Council will complete a Memorial Inspection every 5 years (to comply with the Institute of Cemetery and Crematorium Management (ICCM) [Management Of Memorials Policy Aug 2019](#)) to assess the safety of all memorials in the cemetery. Should any be found to present a risk to the public, the process outlined in 2. will be followed along with appropriate remedial/follow up actions by the Cemetery Committee if required. If no action is taken by the plot owner the memorial may be laid flat in the interest of public safety.

If you have any questions please contact the Clerk easthagbourneparishcouncil@gmail.com