



Portfolio Holder Decisions

Street Scene and Parks and Open Spaces Portfolio and Leisure and Culture Portfolio

1. **Street Scene, Parks and Open Spaces Portfolio - Improvements to King George's Playing Field and open space north of Royles Brook in Thornton** (Pages 1 - 4)
Report of the Service Director People and Places
2. **Street Scene, Parks and Open Spaces Portfolio Holder - Lancashire County Council - Public Realm Services** (Pages 5 - 8)
Report of the Services Director People and Places
3. **Leisure and Culture Portfolio Holder - Review of Memorial Management and Safety Policy** (Pages 9 - 26)
Report of the Service Director People and Places

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Councillor David Henderson, Leader of the Council and Street Scene and Parks and Open Spaces Portfolio Holder	25 January 2018

Improvements to King George's Playing Field and open space north of Royles Brook in Thornton

1. Purpose of report

- 1.1 To seek approval to develop and deliver improvement proposals for King George's Playing Field and the open space north of Royles Brook in Thornton.

2. Outcomes

- 2.1 Improvements to the site to encourage greater use by the local community and visitors.
- 2.2 Improved health and wellbeing of our communities.

3. Recommendations

- 3.1 That the Council develop and implement proposals to improve the site and the Service Director People and Places be authorised to approve the scheme prior to implementation.
- 3.2 That a phased approach be adopted in delivering the proposals to co-ordinate with approved grant funding.
- 3.3 That the Council's 2017/18 and 2018/19 Capital Budgets be amended to include improvements to King George's Playing Field using monies received by the council via a S106 agreement and external grants.
- 3.4 That the Council accept a £30,000 contribution from the Lancashire Environmental Fund to implement the first phase of the proposals to create a 'play, fitness and habitat trail'.

4. Background

- 4.1** The site forms a vast area of public open space at the heart of Thornton and includes the following features:
- Floodlit pitch with licences granted for training and playing rugby;
 - Children's play area;
 - Forestry Commission funded areas of Urban Woodland Planting;
 - Royles Brook;
 - Marsh Mill Miniature Railway; and,
 - Pavilion (disused).
- 4.2** In August 2016 the council received £51,685 Section 106 funding for the improvement of open space in the vicinity of Ashdell Nurseries and the former council depot in Thornton. The s.106 funding must be spent before August 2026 allowing significant time to develop a project and secure external funding.
- 4.3** A broad range of users and stakeholders were consulted in 2017 to allow the community to engage in the development of the proposals for the site.
- 4.4** Subsequently, a masterplan was designed for the site with the following features identified:
- A trail round the site with a new main entrance off Fleetwood Road North;
 - Installation of seating, picnic tables and bins;
 - Areas for play and outdoor gym equipment at intervals along the trail;
 - Drainage of the sport pitches;
 - Environmental improvement of Royles Brook; and,
 - Planting trees, shrubs, meadow areas and bulbs.
- 4.5** An application to the Lancashire Environmental Fund was approved on 12 December 2017 for a project to undertake the first section of the trail, a new entrance and to create some of the areas for play and gym equipment, seating and planting.

5. Key issues and proposals

- 5.1** To accept the grant of up to £30,000 from the Lancashire Environmental Fund which requires a contribution from the s.106 funding of £36,300 (inclusive of a contribution to the landfill operator of £3,300 in order to release the grant).

6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Open Spaces Portfolio Holder (as set out in Part 3 of the council's constitution): To consider matters relating to parks, open spaces, playing fields, playgrounds and allotments.

Financial and legal implications	
Finance	The initial phase will cost £66,300, funded from the s.106 monies (£36,300) and LEF grant (£30,000). In 2017/18 a contribution of £3,300 is to be paid to the landfill operator with the remaining £63,000 cost of the works being incurred in 2018/19. Additional external funding is to be sought for further improvement works forming later phases of the masterplan. A balance of £15,385 s106 monies will remain as potential match funding for these future works.
Legal	A formal agreement with the Lancashire Environmental Fund will be entered into and the contract(s) for goods, works or services to deliver the improvements will comply with the Council's Financial and Contract Procedure rules and if applicable the European procurement regulations.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	✓
climate change	x
data protection	x

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None	-	-

List of appendices

None

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Portfolio Holder Report

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Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Councillor David Henderson, Leader of the Council and Street Scene, Parks and Open Spaces Portfolio Holder	25 January 2018

Lancashire County Council – Public Realm Services

1. Purpose of report

- 1.1 To seek approval for the continuation of the delivery of services within the public realm on behalf of Lancashire County Council.

2. Outcomes

- 2.1 The continued provision of high quality services including grass cutting, leaf sweeping and highway weed spraying on behalf of Lancashire County Council (LCC).

3. Recommendation/s

- 3.1 That the Council continue with the agreement to undertake all services currently provided as referred to under section 4.5 of this report for the financial years 2018/19, 2019/20 and 2020/21.
- 3.2 That any changes to the agreement be the subject of a future report.

4. Background

- 4.1 On the 16 March 2017, Portfolio Holder approval was given to continue to undertake all services currently provided as part of the Public Realm agreement for the financial years 2017/18 and 2018/19 at a subsidy level of £30,195 each year.
- 4.2 It was also agreed that any changes to the agreement prior to commencement of year two would be the subject of a future report.

4.3 Traditionally Wyre Council has subsidised the delivery of services undertaken under the agreement mainly as a result of cutting the grass on highway verges more frequently than that specified by LCC.

4.4 Following a review, LCC has requested to terminate the current agreement a year early and asked that Wyre Council enter into a revised agreement for a three year period from April 2018. As part of the agreement, payments made in respect of Public Realm activities are to be increased from £69,390 to £95,650 to accommodate an improved specification for grass cutting.

4.5 The agreement covers the provision of the following services:

- Highway verge cutting within the urban area.
- Highway verge cutting within the rural area – this agreement does not cover all rural verges as LCC make alternative provisions with some parish councils for service delivery.
- Highway Tree Maintenance - Inspection and management of work by private contractors is undertaken by the council's Tree and Woodland Officer.
- Leaf Sweeping – A contribution to leaf sweeping undertaken by the council's Street Cleansing Team.
- Weed Control – The council appoints a private contractor to undertake this work.

5. Key issues and proposals

5.1 Under the proposed three year agreement Wyre will receive £95,650 each year with no further budgetary reduction providing all services listed above are undertaken by the council to the required levels. As such, the income received from LCC will increase by £26,260, more accurately reflecting the higher specification already delivered across the borough.

5.2 Whilst the services provided can be accommodated within the proposed budget there would still be a slight ongoing subsidy provided by Wyre Council which is estimated at £3,935, which is a significant reduction on the existing subsidy level.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Street Scene, Parks and Open Spaces Portfolio Holder (as set out in Part 3 of the council's constitution): namely "to consider issues relating to the development and co-ordination of the Council's approach to 'street scene'".

Financial and legal implications	
Finance	LCC will pay a fixed contribution of £95,650 in 2018/19, 2019/20 and 2020/21 towards the various highways related maintenance activities described in the report above. The value of the subsidy will be reduced to £3,935 (from £30,195) per annum, representing a saving to the council.
Legal	An agreement with LCC for delivery of the public realm services as outlined in the report will be entered into.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
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List of background papers:		
name of document	Date	where available for inspection
None.		

List of appendices

None.

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Cllr Lynne Bowen, Leisure and Culture Portfolio Holder	25 January 2018

Review of Memorial Management and Safety Policy

1. Purpose of report

- 1.1 To update the policy following consultation from the National Association of Memorial Masons.

2. Outcomes

- 2.1 To update the Memorial Management and Safety Policy and continue to utilise the appropriate safety measures identified within the cemeteries.
- 2.2 Allow memorial masons that have registered with either the British Register of Approved Memorial Masons (BRAMM) or Register of Qualified Memorial Fixers (RQMF) to work within Wyre cemeteries.

3. Recommendation

- 3.1 To approve the changes to the Memorial Management and Safety Policy attached as Appendix 1.

4. Background

- 4.1 Following further advice and training from the National Association of Memorial Masons (NAMM) we have carried out minor wording changes and updated the policy to include more detail on the risk assessment approach as highlighted in red on the attached policy.
- 4.2 The current policy states that only memorial masons who are on the British Register of Approved Memorial Masons may operate within our cemeteries. Following advice from NAMM, we will now add those that are on the Register of Qualified Memorial Fixers.

5. Key issues and proposals

- 5.1 Following further consultation with NAMM we have updated our policy accordingly. This is to be reviewed again in 2023 if there are no significant changes in the meantime.

6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to the Leisure and Culture Portfolio Holder (as set out in Part 3 of the council's constitution): To determine charges or fees for any relevant services operated within the Portfolio.

Financial and legal implications	
Finance	There are no financial implications as a result of this report.
Legal	There are no significant legal implications arising from the proposals in this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	X
equality and diversity	X
sustainability	X
health and safety	✓

risks/implications	✓ / x
asset management	✓
climate change	X
data protection	X

report author	telephone no.	email	date
Anita Fish	01253 887662	Anita.fish@wyre.gov.uk	10/01/2018

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 - Memorial Management and Safety Policy

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MEMORIAL MANAGEMENT
AND
SAFETY POLICY

MEMORIAL SAFETY

MEMORIAL SAFETY IN COUNCIL CEMETERIES - POLICY AND PROCEDURES

1. Introduction

- 1.1 Wyre Borough Council recognises that it has a duty of care to ensure the safety of employees, contractors and visitors who come into contact with memorials in council operated cemeteries.
- 1.2 A 'memorial' is a permanent structure that commemorates a deceased person.
- 1.3 The policy considers historic problems faced by the authority caused by past poor installation methods and ways of dealing with unstable, hazardous memorials that may pose a threat to safety.
- 1.4 Wyre Borough Council is authorised to introduce a memorial safety policy and procedures under the provisions of the Local Government Act 1972, Local Authorities' Cemeteries Order 1977, and the Health and Safety at Work etc. Act 1974.
- 1.5 All memorials should be inspected on a minimum 5 yearly cycle.
- 1.6 This document details the policy and procedures adopted by Wyre Borough Council for the management of memorial safety in cemeteries under the Council's control.
- 1.7 Council staff involved in cemetery management should follow these procedures designed to implement the council's policy on memorial safety.

2. Policy on Memorial Safety

- 2.1 Since 2003 it has been the policy of Wyre Borough Council to ensure that the condition of memorials in cemeteries grounds under the Council's control do not pose a significant hazard to anyone who works in, or visits the cemetery.

3. Responsibilities for Memorial Safety

Background

A burial authority have a duty under the Health and Safety Act 1974 and the Occupiers Liability Act 1957 legislation to control dangers within their sites as far as is reasonably practicable by applying best practice principles within available resources. Although responsibility for the safety and stability of memorials rests with the grave owners (assuming they can be traced), local authorities have a 'duty of care' to protect the public and its employees. Failure to **have appropriate procedures in place which enable identification and removal of dangerous** unstable memorials, could result in **claims** of negligence being made against authorities corporately, and individually against responsible officers.

3.1 The following parties have responsibility for memorial safety in Council cemeteries:-

- (a) Wyre Borough Council has health and safety responsibilities to its employees, contractors and visitors to cemeteries.
- (b) A monumental mason is legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with the current NAMM Code of Working Practice and BS8415 which are industry recognised standards. This responsibility is placed on masons in the Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 2005 and the Directive on Liability for Defective Products (85/374/EEC) The latter was introduced in the UK in August 2003. Claims for poor workmanship can be made up to 6 years after the memorials have been installed. The monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials.
- (c) An owner of a memorial has the responsibility to maintain the memorial in a good condition.

3.2 Inspection, Survey and Risk Assessment

Some Initial warning signs of memorial instability are as follows:

- Leaning 3 degrees or more from vertical
- Cracks in headstone or base / loose joints
- Movement if rocked
- Ground settlement
- Waterlogged ground
- Missing structural parts

Reasons for memorial deterioration and instability can include:

- Accidental impact damage
- Animal activity
- Encroaching tree roots
- Inadequate fixing
- Inferior materials
- Lack of maintenance
- Poor workmanship
- Subsidence
- Vandalism
- Weather/storm damage
- Weathering
- Weed killer chemicals

3.3 Existing memorials can broadly be divided into the following.

Memorial Types

- Modern Lawn memorials

- Full grave Kerb sets / ledgers
- Monoliths
- Multi component/ example, cross and tiered bases, book on rests.
- Large traditionally constructed memorials
- Small upright memorials under 625mm/ tablets and inscribed vases

3.4 Risk Assessment.

The MoJ and BS8415 states that a memorial assessment Policy should adopt a 'Risk Based and Proportionate' approach to managing memorials.

- Identify hazards ~ usually potentially unstable memorials.
- Identify who might be harmed and how ~ employees, contractors or members of the public.
- Evaluate the risk of a memorial falling and harming someone and decide the precautions and action needed to control or remove the risk.
- Record the significant findings of the risk assessment.
- Review the risk assessment periodically to see what, if anything has changed and update accordingly.

3.5 Assessment of Memorials

Where there are visual indications of potential instability or during periods of routine inspection the following inspection procedures are followed.

- After an initial visual inspection checking by hand is appropriate for many memorials, such as modern, lawn type, and smaller stepped designs or tiered crosses.
- The hand check is carried out by standing to one side of the memorial and applying a firm but steady pressure (max 25kg) in different directions to determine to what degree, if any, the headstone is loose.
- If some instability is detected following the hand check, a judgment is made as to whether this movement is limited, or whether there is sufficient movement for the memorial to present a health and safety risk, based on this qualified assessment appropriate action will be taken.
- Many memorials installed on independent foundations in recent years are fitted with a ground support system. These memorials may move but do so within designed tolerance limits and so long as the memorial locks on an approved anchor it presents no danger of collapsing.
- Larger, heavier taller memorials, such as columns or obelisk types etc., may require detailed assessment by a specialist constructional engineer if concerns are raised during an initial assessment. All memorial assessments and the recording of inspection details will be carried out by operatives who are appropriately trained and qualified for their specific task. MOJ and BS8415 guidance state the routine use of mechanical test instruments as inspection tools is not recommended.

Notice of Intent

- 4.1 For memorials that **are inspected immediately prior to an imminent burial taking place** no notice will be given and any memorial found to be unsafe will be temporary supported and a warning notice attached.
- 4.2 Prior to any memorials being inspected as part of the inspection programme, reasonable steps will be taken to inform grave owners and members of the public of the intention to inspect memorials and remove the danger from unsafe memorials.
- 4.3 This will involve:-
- i) a notice in the onsite noticeboards and website see Appendix 1a.
 - ii) placing notices on the cemetery gates and elsewhere in the cemetery as appropriate, see Appendix, 1(b), and 1(c).

5. Procedures for Memorial Inspection and Remedial Action

- 5.1 These procedures have been formulated to **be in compliance with Ministry of Justice 2009 and current BS8415 guidance, H S E directives and the NAMM Code of Working Practice**, with due regard to the Institute of Cemetery Crematorium Management (ICCM) and Ombudsman Special Report on Memorial Safety in local authority cemeteries.
- 5.2 The degree of implementation of these procedures will be dependent on sufficient resources being available to carry out inspections and to take remedial action. The health and safety of individuals will be paramount and resources will be tailored accordingly.
- 5.3 The management of memorial safety in Council controlled cemeteries is based on a risk assessment approach. As a priority, this will involve attempting to identify those memorials that present an immediate and significant hazard and making them safe.
- 5.4 Action will be taken to deal with memorials identified as being unstable but not an immediate hazard, to prevent these memorials becoming a risk to safety in the future. Any memorial less than **625mm** is not required to be **push** tested as these are not considered to **present a serious** risk or danger to visitors or staff. **However, they will still be assessed and their condition and details recorded.**
- 5.5 Priority will be given to the **identification of dangerous memorials as previously stated in 3.4** larger **heavier** memorials of **1.5m height** and **above** are potentially the most hazardous.
- 5.6 Appropriately trained **and qualified** staff of the Parks and Open Spaces Section **will inspect and assess all memorials** The inspection will comprise of a visual assessment and a hand test **where deemed appropriate and safe** to do so. **If further guidance is required regarding the stabilising of large/ heavy/ tall/ complex/ memorial structures the services of a structural engineer or suitably qualified stone mason will be sought.**

- 5.7 The age of the memorial, ground conditions and local knowledge will be other factors used to guide inspecting staff in determining the priority of memorial inspections.
- 5.8 The Bereavement Services Officer will devise a suitable pro-forma for recording memorial inspections.
- 5.9 The **trained and qualified** inspecting officers will identify memorials in one of three categories:
- Category 1 - not dangerous/safe
 - Category 2 - unstable but unlikely to cause immediate danger/ In need of temporary support
 - Category 3 - requires immediate attention/unsafe
- 5.10 All memorials will be inspected on a 5-year rolling programme with 20 percent completed each year.

6. Category 1 Memorials

- 6.1 The inspection of Category 1 memorials will be recorded by Cemetery staff and subject to re-inspection as part of the 5 year rolling programme.

7. Action to Deal With Category 2 Memorials

- 7.1 For Category 2 memorials the following action will be taken without delay:-

- Placing of a **Yellow Category 2 Notice** Appendix 1d in a suitable position on the memorial to warn of the unstable condition of the memorial.
- Where the grave owner or next of kin is identified, a **Category 2 Letter** must be sent within 5 working days of the inspection requesting memorial repair within 2 months. A copy of the **Letter** is set out as **Appendix 2**.
- Identified unsafe memorials will be made safe with temporary support as deemed suitable to secure the memorial until the **next scheduled inspection date**. The costs of this work will be recharged to the owner, where known, together with an administration charge of 30% of the cost of the work. If the memorial is less than 6 years old and the mason that installed the memorial is known they must be notified in order to arrange re-fixing to **NAMM Code of Working Practice and current** BS8415 standards.
- Where a Category 2 memorial is repaired by a monumental mason, the completed repair must be inspected by Cemetery Staff, or the inspecting contractor. A schedule of Memorial Repairs should be forwarded to the Council by the monumental mason carrying out the repair. This will provide confirmation that the repair has been carried out in accordance with the Council's conditions and specifications for memorials, contained in the Council's Cemetery Regulations and Procedures.

- Memorial repairs must be carried out to approved National Association of Memorial Masons (NAMM) standards, irrespective of the period still to elapse on the grant to erect a memorial.
- Where the grave owner or relation has taken no action to repair **a memorial as requested**, a temporary support will remain in place until the following **advised** re-Inspection **date** or **maximum** 5 years **when reaching** this point, it will be **treated as** a Category 3.

The number of memorials requiring temporary support will decrease at each inspection due to new fixing systems in place since 2003 and also re-fixing following second interments/inscription works.

8. Action To Deal With Category 3 Memorials

8.1 For all types of Category 3 memorials, **depending on the individual circumstances** the following action will be taken without delay:

- Effectively cordoning off the memorial with accompanying hazard warnings.
- Placing of a **Notice** in a suitable position at the grave to warn of the immediate hazard posed by the memorial. A copy of the **Notice** is attached as **Appendix 1d**.
- Photographs are to be taken of the memorial at the time of the **initial** inspection and following the memorial being laid down or remedial work being completed. Photographs are to be retained with the inspection records.
- If a memorial is over 1.5 metres, **it will be cordoned off and** where practicable, **either immediately** or within 3 working days of the **initial** inspection the hazard posed by the memorial **will be removed by more appropriate long-term measures**.
- Attempts will be made to recover the costs of this work from the owner, where known, together with an administration charge of 30% of the cost of the work.
- Where the owner of, or a person with an interest in, a memorial identified as a hazard is known, a letter will be sent within 5 working days of the inspection. A copy of the **Category 3 Letter** is set out as **Appendix 2**.
- When a Category 3 memorial is repaired/re-fixed or lowered into the ground, the works must be inspected **and approved** by **assigned** Cemetery staff, or the inspecting contractor. A list **of action taken will be provided** by the monumental mason carrying out the **work and signed off by the Council** This will provide confirmation that the **work** has been carried out in accordance with the Council's conditions and specifications for memorials, contained in the Council's Cemetery

9 New Memorial fixing and remedial work

- 9.1** To ensure that new memorials and **any remedial memorial fixing undertaken** in Council cemeteries does not pose a safety hazard, all Memorial fixers must work to the current National Associations of Memorial Masons Code of Working Practice and BS8415. All memorial masons and memorial fixers installing memorials in Council controlled cemeteries will be required to construct and install memorials that meet specification BS8415, as set out in the Code of Working Practice issued by NAMM.
- 9.2** All memorial applications **must** include details as to type of fixing system put in place and confirm the memorial **fixing meets** BS8415 fixing standards, a written permit is issued prior to works being **undertaken**. Monumental Masons are required to ensure all workmanship is covered by **a guarantee of conformity stating that work undertaken complies with current BS8415 and a ten-year stability guarantee**. A reply slip is required from the monumental masons advising the works are complete.
- 9.3** Random Inspections will be carried out by Bereavement Services Office of memorial application works. Any memorial found to be unsafe covered by the Memorial Mason guarantee, the memorial mason will be notified and required to carry out the repair unless destabilised by a third party.

10. Staff Training

- 10.1** All Cemetery staff carrying out memorial safety work will be trained **and appropriately qualified** to ensure competency and consistency **when** carrying out their duties.
- 10.2** An information booklet and question and answer sheet will be available to assist in the administration process. A record will be kept of replies from notices and letters as a record of the actions taken which shall be maintained by the bereavement services office. See Appendix 3 and 4.

11. Review of this Policy and Procedures

- 11.1** This policy and these procedures will be reviewed every 5 years by the Council.

APPENDIX 1(a)

WYRE BOROUGH COUNCIL PEOPLE AND PLACES

SAFETY INSPECTIONS OF MEMORIALS IN COUNCIL CEMETERIES

LOCAL AUTHORITIES CEMETERIES ORDER 1977 HEALTH AND SAFETY AT WORK ETC ACT 1974

NOTICE IS GIVEN that inspections of memorials, in cemeteries controlled by Wyre Borough Council, are to be carried out to assess the safety of memorials.

The inspections will be carried out on a five year rolling programme to identify memorials that are an immediate hazard or unstable.

This inspection programme will start on

Where memorials are considered to be an immediate hazard the Council will place a notice at the grave and take action to remove the hazard by laying the memorial down.

Where memorials are considered to be unstable the Council will place a notice on the memorial and temporarily support **in accordance with Ministry of Justice and BS8451 guidance** and write to the memorial owner to carry out repairs to ensure the memorial is safe.

The Council will make every effort to recover the costs of making memorials safe when carrying out work in default, from the memorial owner.

Full details of the memorial inspection programme can be obtained by contacting Wyre Borough Council Cemetery Office at the Civic Centre, Breck Road, Poulton-le-Fylde FY6 7PU.

PUBLIC NOTICE

Please note that the Council's ongoing safety programme now involves the inspection of all memorials on:

Cemetery _____
Section _____
Week Beginning _____

A notice and temporary support will be placed on any memorial that has not met the health and safety requirements. A letter will be posted to the registered grave rights owner.

**Do not attempt to test memorials yourselves
and contact a qualified memorial mason to
undertake the work on your behalf.**

**ALL MEMORIALS REMAIN THE RESPONSIBILITY OF THE OWNER
TO KEEP IN GOOD SAFE ORDER.**

We would appreciate your assistance and co-operation to ensure our cemeteries are a safe place for residents, visitors and staff.

Should you have any queries or concerns regarding a memorial please contact the Cemetery and Bereavement Services office on:

www.wyre.gov.uk or Tel: 01253 891000



Date _____

IMPORTANT SAFETY **NOTICE**

Please note that the Council's ongoing safety programme now involves the inspection of all memorials to check they have been fixed to the required standard BS8415.

A notice and temporary support will be placed on any memorial that **does not meet** the required safety requirements.

ALL MEMORIALS REMAIN THE RESPONSIBILITY OF THE OWNER TO KEEP IN GOOD SAFE ORDER.

We would appreciate your assistance and co-operation to ensure our cemeteries are a safe place for residents, visitors and staff.

Should you have any queries or concerns regarding a memorial please contact the Cemetery and Bereavement Services office on:

www.wyre.gov.uk or Tel: 01253 891000



Date _____



IMPORTANT SAFETY NOTICE

This memorial has been found to be unsafe and in need of immediate attention to prevent injury to yourselves and members of the general public whilst visiting the Cemetery.

Please contact the cemetery office as a matter of urgency to advise of your intentions to make safe. We can provide information or assistance regarding this matter including details of a registered stone mason to ensure the memorial is fixed to the National Association of Memorial Masons Regulations. Please contact:

Bereavement Services Office, Wyre Borough Council, Wyre Civic Centre, Breck Road, Poulton-le-Fylde, Lancashire FY6 7PU.

Telephone Number: 01253 891000

www.wyre.gov.uk

APPENDIX 2

Mark Billington
Service Director of People & Places

Please ask for:

Bereavement Services
Officer

Extension No: 01253 887662

Your ref:

Dear Sir/Madam,

Memorial Safety Programme within Cemetery
Section: _____ Gravespace No: _____

The Council are continuing the memorial safety programme and have recently inspected the above section highlighting the memorials which are unsafe.

Our aim is to ensure the safety of all residents, visitors and staff while within the cemetery and the Council does not wish to cause any unnecessary distress.

Please note as owner/next of kin of the rights of burial of the above grave it is your responsibility to ensure the continued safe maintenance of any memorial thereon.

Your memorial in this instance has been identified as being unsafe and in need of immediate remedial work. We would be grateful, if you have not already done so, if you would please contact a **BRAMM / RQMF Registered** memorial mason to arrange repair. You should also contact the office on telephone number 01253 891000 to advise of your action.

We thank you in anticipation of your co-operation in this matter. Should you require any further information or assistance regarding this matter please do not hesitate to contact the Cemetery & Bereavement Services Office.

Yours sincerely,

Mark Billington
Service Director of People & Places



Memorial Safety Inspections in Fleetwood, Poulton-le-Fylde and Preesall



If you would like this information in another language or format, please contact:

ConnectWyre on 01253 891000

If you need to contact us:

The Cemetery and Bereavement Services Office is situated at:

Wyre Civic Centre,
Preck Road,
Poulton-le-Fylde,
Lancashire.
FY6 7PU

Tel: 01253 887662
www.wyre.gov.uk

The Office is open from 9.00 am until 4.00 pm, Monday to Friday.

Memorial Safety Inspections

Wyre Borough Bereavement Services staff are undertaking safety inspections of headstones within the cemetery. This work is required in compliance with Health and Safety requirements and the Ministry of Justice Guidance on Memorial Safety. The inspections are being carried out by officers who will make sure any work is carried out professionally and with due respect. Every headstone will be carefully examined and tested for stability to ensure that it is not in danger of toppling over and causing injury to visitors or employees working in the cemetery. Headstones that fail the test and are deemed to be unsafe will be marked with a yellow warning card, temporarily supported or laid flat.

Visitors

Visitors to cemeteries should keep to footpaths, avoid touching any memorials and ensure their children are supervised at all times. Areas may be cordoned off where testing or repair work is under way. If this is the case, please contact a member of staff before entering the area.

Responsibilities

All headstones are owned by and are the responsibility of the grave owner or their next of kin. However, the Council has an obligation to inspect memorials and make safe any that are found to be in an unsafe condition while notifying the owners.

It is essential that our cemeteries are safe places for people to come and pay their respects. In other cemeteries in this country there have been fatalities and a countless number of accidents ranging from bruising to severe crush injuries and bone breakages when unsafe memorials have toppled onto people most of whom have been children. We cannot allow this to happen in Wyre.

We appreciate that people may be unhappy about what we have to do and we sincerely apologise if our actions cause distress. We understand how difficult it can be for families to see a memorial to a loved one laid flat and we want to help people deal with their unsafe memorials as quickly as possible. Anyone who wants to talk about what is happening or who needs information, please contact us. We will try to resolve your problems as soon as possible.

Memorial Masons' Registration Schemes

Wyre Borough Council insists that Memorial Masons and Memorial fixers are accredited by either BRAMM British Register of Memorial Masons or RQMF Register of Qualified Memorial Fixers (administered by NAMM). This ensures that only appropriately qualified competent and fully insured memorial masons can work on memorials in Fleetwood, Poulton and Preesall cemeteries. A list of approved masons is available upon request. The Council ensures that memorial masons carry out all memorial work to BS8415 and the National Association of Memorial Masons Code of Working Practice standard and that they provide a guarantee.

Insurance

Each stonemason on our approved list is required to advise you to purchase an appropriate insurance to protect your memorial. Should you require further information about insurance, please contact us or your memorial mason.

Frequency of Inspections

Inspections of memorials are ongoing; all memorials will be inspected at least once every 5 years to ensure continued safety for visitors and employees working in the cemetery. Members of the public are asked for their understanding and co-operation in this process.



INFORMATION AND ADVICE ON MEMORIAL SAFETY

YOUR QUESTIONS ANSWERED

Why Are We Carrying Out Headstone Safety Checks?

This work is required to ensure our cemeteries are safe places for visitors and for employees working in them. Tragically, there has been a number of incidents in other cemeteries around the country where unstable memorials have toppled onto people, including children, resulting in fatalities and serious injuries. The Health and Safety Executive are taking an active interest in Memorial Safety and have issued warnings to Local Authorities to insist they have policies and procedures in place to ensure the stability of memorials. The Council has a responsibility for the safety of visitors to the cemeteries.

Who are the Health and Safety Executive?

The Health and Safety Executive is a Central Government Enforcement Agency responsible for the general health and safety in public areas.

Who is Responsible for keeping my Memorial Repaired and in a Safe Condition?

The grave owner or their next of kin is responsible for keeping the headstone/memorial repaired and in a safe condition. However, the Council has the obligation of making our cemeteries safe, and can use reasonable means to make safe any unsafe memorials a warning notice will be attached if it is found to be in an unsafe condition.

What Does the Safety Test Involve and Who Carries Out the Test?

Each headstone will be given a visual check to assess the condition of the memorial. Each headstone will then be given a gentle hands on push test to check the memorial's stability. The results of the test is logged and recorded either handwritten or fed into a computer. This safety check is carried out with Officers of the Council.

What Will You Do with Headstones that Fail the Test?

Once a headstone is found unsafe the Council has a duty of care to make sure it is safe immediately because the cemetery is a public place. Headstones which fail the test will be temporarily made safe or warning notices applied to the memorial. We will contact grave owners as soon as possible to inform them.

My headstone has been temporarily supported/banded and/or warning notice applied to the memorial and I wasn't contacted. Why?

Our immediate priority is to make safe any unstable memorials found during the inspection to ensure our cemeteries are safe places for the public to enter. We write to grave owners of unstable memorials at the last known address taken from our records as soon as possible following the inspection. If we have not contacted you it may be because we do not have a record of your current address.

Will my Headstone be Subject to Further Tests in the Future?

Yes, we will be carrying out these tests at regular intervals in the future. All memorials will be inspected at least every five years.