



The Horringer Benefice

St Andrew's Brockley
St Leonard's Horringer cum Ickworth
St Mary's Westley
St Petronilla's Whepstead



A Guide to the placing of Monuments in Churchyards and other Churchyard Rules

July 2018

Introduction

The following guidelines are offered in good faith as an aid to decision-making about introducing a monument to mark a grave in one of our churchyards. They should not be taken as superseding the Diocesan Chancellor's Regulations, viewable here:

<http://www.cofesuffolk.org/uploads/dac/2013%20Churchyard%20Rules.pdf>

Permission for the erection of a monument must always be sought from the Rector of the Benefice. This is usually done directly by the stonemason involved. In certain cases permission may also need to be sought from the Chancellor of the Diocese via the Diocesan Advisory Committee.

Selecting a stonemason

Please refer to the Rector to establish that the stonemason you wish to engage is approved to operate in the benefice churchyards.

The stonemason must be able to operate within the current National Association of Memorial Masons' Code of Practice and in strict accordance with British Standard 8415 (as amended or replaced from time to time). The person carrying out the work must have adequate public liability insurance and produce evidence of it if so required.

The procedure

The stonemason should talk you through the options and should be familiar with the churchyard regulations. Once you and the stonemason have agreed a draft design, this should be sent by the stonemason to the Rector, with the appropriate fee enclosed. Work may not begin until permission has been given by the Rector, possibly in consultation with others such as the churchwardens, the parochial church council or the diocesan authorities.

Work may not begin on erecting a monument until three months after the burial has taken place, to allow the ground to settle.

Design and materials

Memorials must be of a simple shape. The faces must be flat and erected vertically from the ground (with the exception of a tablet flush with the turf for cremated remains). The dimensions, including the base, must be *not more than* 4ft high, 3ft wide and 6ins thick and *not less than* 2ft 6ins high, 1ft 3ins wide and 3ins thick (slate 2ins). The base should not project more than 4ins beyond the headstone in any direction except when a flower vase is incorporated when the base may extend to 8ins in front of the headstone. A foundation slab should be fixed beneath this, below ground level, extending beyond the base by 3-5ins all round. For free standing memorials the headstone should be set to a minimum depth of 15ins or fixed using two jockey blocks 15ins by 6ins by 3ins below ground level.

Headstones and memorials must not be garish in colour nor darker than Welsh slate nor lighter than Portland limestone or Cornish silver-grey granite. They must be of natural stone but not marble of any colour and not black, red or pink granite.

Stones traditionally used in local buildings or closely similar to them in colour and texture are to be preferred. The stone including the lettering surface shall not be mirror polished (i.e. highly polished so as to reflect or any finer than a 220 grade hone).

All other materials are prohibited including concrete, synthetic and/or composite stone, plastic, fibre-glass and metal. Stones traditionally used in the locality are to be preferred. The surface must not be mirror polished.

If a cross shaped memorial is required it must be approved by the Diocesan Advisory Committee.

Flower vases should be made of natural stone and have a metal lining. They may be incorporated into the base of the headstone. No glass vases are permitted.

Inscriptions and pictures

No advertisements or trade marks are allowed, the name of the mason may be inscribed on the side or reverse of the headstone in letters no more than 1/2in high.

Small, engraved, images/pictures may be used as long as they are agreed upon by the Rector or a faculty is obtained for them from the Diocesan Advisory Committee. They shall not be in the form of a figure, heart, book or anything else unusual. Designs of a simple nature and/or words may be incised on one side only.

Inscriptions must not be profane or offensive. The Rector has discretion to allow familiar or idiomatic expressions or to refer the inscription to the chancellor for his decision.

Prohibited items

Prohibited items include (but are not limited to) kerbs, surrounds, railings, stone or other chippings, statues, sundials, bird baths, portraits, wind-chimes, windmills and the like, candles, trees, shrubs, photographs, holograms, laminated cards, seats, lights, toys, horizontal ledgers and slabs.

Disagreement

If there is any evidence of disagreement within a family about a proposed monument, a faculty will be required, so that the chancellor can hear argument from both sides, and the costs of this will be borne by the applicants.

Monuments for Cremated Remains

Monuments may be upright or flush with the ground and must not exceed 1ft 9ins square. They may incorporate a flower vase. They must be made of the same types of stone as stipulated above. In Horringer Churchyard, only square tablets (maximum dimensions 1ft 9ins sq) flush with the ground may be used.

Flowers and Plants

Bulbs and small annual plants may be planted in the grave space. Wreaths or cut flowers may be placed directly on the grave. Silk flowers may be used but no other artificial flowers or other objects may be placed on the grave.

Ongoing Management

Primary responsibility for the repair and safety of monuments rests with those who erected them, and with their successors. In exercising its general responsibility for the churchyard the Church is entitled to reimbursement by such persons of its proper and reasonable costs for work done by the Church to keep monuments and graves safe and in decent order.

The Church reserves the right to remove items which are not in accordance with the Chancellor's Regulations.

Conclusion

We hope this information will be helpful when you come to think about placing a monument in one of the Benefice churchyards.

If you have any questions concerning the introduction of memorials in any of the churchyards or any other matters to do with the churchyards then please do not hesitate to contact the Rector:

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