

# KYNASTON ROAD CEMETERY

## REGULATIONS & MANAGEMENT RULES



## 1. GENERAL

1. These regulations and management rules shall apply to Kynaston Road Cemetery, Kynaston Road, Didcot, Oxfordshire.
2. In these regulations:
  - a. Any reference to 'the Principal Officer' will mean the person appointed by the Council in the position of Proper Officer or any person authorised by them or by the Council to exercise any of the powers or duties conferred on them by these regulations.
  - b. 'The Council' will mean Didcot Town Council.
  - c. The Principal Officer is the Manager of this facility and can be contacted at the Town Council Offices, Civic Hall, Britwell Road, Didcot, OX11 7HN. The office is open to the public Monday to Thursday between the hours of 9.00am and 4:45pm, and 9:00am and 3:45pm on Fridays. No business shall be conducted outside these hours or on Saturdays, Sundays or public and local holidays.
3. All applications for the purchase of a plot and/or interment must be submitted on forms provided by the Council.
4. It is of the utmost importance that the funeral party arrives at the cemetery at the arranged time.
5. All vehicles must be parked in the parking spaces provided. Parking on the grass/obstructing access is strictly prohibited.
6. No overnight parking is allowed. The Town Council reserves the right, after warning, to remove any cars suspected of being parked for non-Cemetery related purposes.
7. Children visiting the cemetery must be supervised at all times by a responsible adult.
8. Visitors to the cemetery must conduct themselves in an appropriate manner. No person shall climb upon or over any memorial, boundary fence or gate.
9. No cycling is permitted within the cemetery.
10. No ball games are permitted within the cemetery.
11. Dogs are not permitted in the cemetery.
12. Floral tributes may be placed on all graves. The Council reserves the right to remove floral tributes that are decaying.
13. The Council reserves the right to remove any unauthorised items/ ornaments/ memorials/ planters etc. from any area within the cemetery.

14. The Council will not be responsible for any damage to monuments, gravestones plaques, flower vases, tributes etc caused by storms, wind, lightening, subsidence, vandalism or any other cause.
15. Didcot Town Council reserves the right to temporarily ban the use of candles (naked flames) within the cemetery.
16. Stone chippings/decorative dressings are permitted on grave gardens but must be retained by granite kerbing only, which must be installed at ground level to allow for mowing. This attracts an additional fee.  
Families choosing this option must keep the area free of weeds and the grass surrounding the garden must be edged. The Council reserves the right to remove any edgings and turf over any garden which is not maintained to an acceptable standard.
17. The Town Council do not allow balloon releases on any land owned or managed by Didcot Town Council, due to the potential impact on the local wildlife and environment. We encourage families to seek other alternatives.
18. All Christmas decorations must be removed from the cemetery by 1<sup>st</sup> February each year. Any ornaments and/or vases are to be kept well within the parameters of the grave space. Failure to abide by these rules will result in the immediate removal of the items by the Council.
19. After interment, no body shall be removed or exhumed without the correct Licence from the Home Office.
20. The Council reserves the right from, time to time, to revise these Regulations & Management Rules.

## **2. BURIAL PLOTS**

1. All grave spaces are allocated in sequence with no opportunity for selection – except for exceptional circumstances to be agreed by members of the Environment & Climate Committee.
2. The purchase of an exclusive right of burial is limited to a fixed period of 65 years.
3. No owner of an exclusive right of burial shall have the power to transfer that right without the consent in writing of the Council.
4. Burial plots will accommodate a maximum of two coffins. Cremated remains may be included within a burial plot, but the presence of cremated remains will preclude any further coffin burials.
5. The excavation of the grave shall only be carried out by approved contractors working in accordance with Health & Safety Executive excavation policy and the Town Council's Agreement with grave diggers.

6. The Council requires that all interments of an uncremated body must be in a coffin. The maximum coffin dimensions are 7ft by 30in wide by 18in high.
7. The Council reserves the right of passage over all graves as circumstances may require.

### **3. CREMATION PLOTS**

1. All cremation plots are allocated in sequence with no opportunity for selection – except for exceptional circumstances to be agreed by members of the Environment & Climate Committee.
2. The purchase of an exclusive right of burial is limited to a fixed period of 65 years.
3. No owner of an exclusive right of burial shall have the power to transfer that right without the consent in writing of the Council.
4. Cremation plots will accommodate a maximum of two caskets. The maximum size of any cremation caskets are 14 inches by 10 inches – unless previously agreed with the Outdoor Services Manager.
5. The Council reserves the right of passage over all graves as circumstances may require.

### **4. RESERVED PLOTS**

1. Didcot Town Council does not allow the reservation of plots.

### **5. PRIVATE BURIALS**

1. Didcot Town Council recognises the right of individuals to organise a funeral without a funeral director. For non-cremated remains burials, such private burials attract a fee and must be accompanied by a Private Burial application form which provides the terms and conditions for making a private burial.

### **6. MEMORIALS**

1. Didcot Town Council's Memorial Policy applies to all memorials.
2. All applications for a memorial or additional inscription must be made using the correct Town Council memorial application forms

### **7. MEMORIAL BENCHES**

1. All applications for memorial benches must be made using the Town Council's Memorial Bench application form. The Town Council reserves the right to refuse any bench application and will refund any payments made if it does so.

2. The bench should be chosen from the approved supplier list held at the Town Council.
3. The fee for the memorial does not include the cost of the bench, which must also be paid by the applicant.
4. Didcot Town has final say over the standard of the bench, which will be in-keeping with the aesthetic and atmosphere of the cemetery.
5. All applications will be considered at the next available Environment and Climate Committee meeting.
6. The Council is also responsible for arranging the correct location of the memorial bench within the cemetery grounds.
7. The Council reserves the right to remove a memorial bench after 10 years or before if the bench becomes unsafe.

## **8. REMEMBRANCE GARDEN**

1. All applications for a tree or rose bush to be planted in the Remembrance Garden must be made using the Town Council's Remembrance Garden application form. The Town Council reserves the right to refuse any Remembrance Garden application and will refund any payments made if it does so.
2. The fee for the Remembrance Garden includes the cost of the tree/rose bush and the lease/maintenance period of ten years (only trees and rose bushes from the approved list will be considered). Upon expiry of the lease the applicant has the right to extend for a further five years. Additional costs will apply.  
If the lease is not extended, the tree/rose bush will become the responsibility of Didcot Town Council.
3. The fee for the Remembrance Garden does not include the cost of a plaque which must be paid by the applicant once the application and text has been approved.
4. The fee includes the cost of the lease of the ground for a period of 10 years. Please note the price may increase due to potential increase in stock prices.
5. All applications will be considered at the next available Environment and Climate Committee meeting.
6. The Council reserves the right to remove a tree/rose bush from the Remembrance Garden should it become diseased, or if the tree becomes unsafe. The applicant will be contacted prior to the removal and given the opportunity to purchase a replacement.

If for example, a tree is deemed to be an immediate danger to members of the public, prior notification may not be made.

## 9. PLANTING IN REMEMBRANCE

1. All applications for a tree to be planted in the Remembrance on Council owned land must be made using the Town Council's Planting in Remembrance application form. The Town Council reserves the right to refuse any Planting in Remembrance applications and will refund any payments made if it does so.
2. The fee for the Planting in Remembrance includes the cost of the tree and the lease/maintenance period of twenty years (only trees from the approved list will be considered). Upon expiry of the lease the applicant has the right to extend for a further ten years. Additional costs will apply.  
If the lease is not extended, the tree will become the responsibility of Didcot Town Council.
3. The fee for the Remembrance Garden does not include the cost of a plaque which must be paid by the applicant once the application and text has been approved.
4. The fee includes the cost of the lease of the ground for a period of 20 years. Please note the price may increase due to potential increase in stock prices.
5. All applications will be considered at the next available Environment and Climate Committee meeting.
6. The Council reserves the right to remove any tree should it become diseased, or if the tree becomes unsafe. The applicant will be contacted prior to the removal and given the opportunity to replace the tree.

If the tree is deemed to be an immediate danger to members of the public, prior notification may not be made.

## 10. FEES & CHARGES

1. A current charges schedule is available on application from the Town Council Office and online at <http://www.didcot.gov.uk/Kynaston-Road-Cemetery.aspx>
2. Fees apply to interments, exclusive rights of burial, private burials, kerbing, memorials, benches and planting in the Remembrance Garden.
3. Fees are payable to the Council as shown on the charges schedule on submission of an application for any cemetery related services.
4. The late or incomplete paperwork fee will apply in the following circumstances
  - Paperwork or payment for a burial is outstanding 48 hours (not including weekends) prior to any interment
  - Paperwork has been completed with insufficient detail as to allow the interment/purchase of exclusive right of burial/memorial to proceed
  - Applications for interments are made neither by the registered owner(s) of the exclusive right of burial for a grave space, nor for the interment of the owner of the exclusive right of burial

- Applications for memorials are made by persons other than the registered owner of the exclusive right of burial
  - In the event that a Form 18 has been issued for lack of a disposal certificate at the time of burial by Didcot Town Council staff, this fee will be levied at triple the rate
5. Latest afternoon burials will be 3.00pm Monday to Thursday and 2.30pm on a Friday. All services will need to be concluded by 3.30pm Monday to Thursday and 3.00pm on a Friday.
  6. Late afternoon burial fees will apply to interments arriving after 2.30pm Monday to Thursday and 2.00pm on a Friday. The fee will apply to the actual time of arrival, not the time booked.
  7. Private burial fees at the Town Council's stated rate will apply to all interment applications made without the support of a funeral director, in addition to interment fees.
  8. Out of area surcharges apply in respect of arrangements for any person living outside Didcot parish unless i) they resided within Didcot parish less than a year prior to their death, or ii) they resided within Didcot parish within the last five years but moved away to a care facility.

## **11. PAYMENT**

1. All fees and charges shall be paid to Didcot Town Council, Civic Offices, Britwell Road, Didcot, OX11 7HN. All cheques should be made payable to Didcot Town Council.
2. Payments can also be made via BACS. Please contact Didcot Town Council for the details.

## **12. ADDITIONAL GUIDANCE**

1. Further religion specific information and guidance is available from the Town Council office on request.

## **13. REVIEW OF PROCEDURE**

1. This will be reviewed every 3 years.

April 2019  
Amended November 2020  
Amended September & November 2021  
Amended September 2022  
Amended June 2023