



Memorial Policy

FOR EVERYONE

1. No headstone or tablet of any kind will be allowed in any part of the cemetery without the prior consent of Didcot Town Council which must be sought by using its memorial application form which must be submitted by the appointed memorial mason.
2. Memorial applications will not be accepted if they are not made by the registered legal owner of the exclusive right of burial. A fee may be chargeable if an application is submitted by someone who is not the owner of the exclusive right of burial.
3. All memorial work in the cemetery must be undertaken by a BRAMM or RQMF registered memorial mason on a date agreed with the Outdoor Services Manager.
4. Memorials should be made of solid natural stone with no covering of any kind of material permitted.
5. The only permissible memorials will be traditional style headstones, tablets or books. No new memorial stone crosses, angels or statues of any description shall be permitted, nor shall vaults, railings, or other enclosures shall be permitted. No cover slabs will be permitted.
Kerbstones of up to 1.5m in length may be permitted, but these must be made of granite, which must be installed at ground level to allow for mowing. In the event of damage occurring, the owner of the grave shall remain responsible for repairs. Didcot Town Council reserves the right to remove any non-granite kerbing.
Photo plaques are permitted, but at a maximum size of 6"x4" including frame.
6. Memorial stone colours are preferred in white, grey or black, but other colours will be considered at the discretion of the Council. Children's graves may be more likely to gain approval for more vibrant designs due to their nature.
7. Didcot Town Council reserves the right to refuse any memorial application it considers to be likely to cause offence.
8. A temporary memorial of a wooden cross of up to 15 inches may remain for a period of up to 12 months from the date of interment.
9. The overall dimensions of the memorial (headstone and base) must not exceed the following:

Type of grave space	Height (in)	Width (in)	Depth (in)
Full grave	36	30	24
Cremated remains	18	18	18
Children's section	30	24	24

The memorial and all fixings **must** fit within 24inches from the head of the grave.

10. No inscription may be cut, nor work of any kind undertaken to any monument or memorial within the cemetery without the prior written consent of the appropriate Officer of the Council.
11. Any monument, memorial, plant, or item whatsoever erected or placed in the cemetery in contravention of these Regulations may be removed by Didcot Town Council at any time without notice.
12. Didcot Town Council shall accept no responsibility for damage caused or making good to any headstone or tablet through ordinary wear and tear, severe weather conditions or any other circumstances.
13. All memorials in the cemetery shall remain property and responsibility of the person or persons who purchased them. If a grave has been neglected for 12 months or more, Didcot Town Council reserves the right to take over maintaining it. The Council may seek to recover the cost of any work required.
14. Regular inspections will be carried out by qualified personnel and any memorial found to be unsafe shall be laid flat if support is not possible. Wherever possible, the owner of the memorial deemed to be unsafe shall be contacted and requested to appoint a stonemason to carry out repairs. Therefore, it is most important that owners of memorials inform the Council of any change of address.
15. Didcot Town Council shall remain responsible for Health and Safety within the cemetery. For full details please see the Memorial Testing Policy.
16. Though permissible to be placed on a grave, the Council reserves the right to remove any artificial flowers, cuddly toys or other personal effects placed on a grave in the event of their becoming faded, soiled or in some other way negatively impacting the ambience of the cemetery.
17. Cut flowers or a pot containing potted flowers may be placed upon a full grave. Bedding plants (annuals) are also permitted within the curtilage of the plot. The grave owner shall remain responsible for the care and tending of these.
18. The planting of trees, shrubs, or large flowers on any grave is not permitted, this includes for the interment of ashes in the cemetery. The Council reserves the right to prune, cut down or remove any tree, shrub, plant, or large flower planted in contravention of provisions of the Regulations.
19. One small solar light is allowed on a grave but must be no more than 12cm in diameter and a maximum of 30cm in height from the ground. Didcot Town Council reserves the right to temporarily ban the use of candles (naked flames) within the cemetery.

FOR THE MASONS

- 20. All memorials must be fixed or re-fixed in accordance with the National Association of Memorial Masons Recommended Code of Working Practice and all work must be undertaken by memorial masons who are registered on the British Register of Accredited Memorial Masons (BRAMM) or the Register of Qualified Memorial Fixers (RQMF) in accordance with BS8415 and the NAMM Code of Practice. All upright memorials must be fixed with a ground anchor system.**
21. All headstones shall be inscribed with the grave section, row, and number to which they relate. They must be erected vertically and in line with headstones on neighbouring graves. The name of the stonemason must be discreetly inscribed in an appropriate place on the rear or side of the memorial. The address and/or contact details for the stonemason are not however permitted.
22. Headstones must be placed centrally within the grave plot and must not straddle two grave spots, even if the exclusive right of burial is held by the same person.
23. No monument or other memorial shall be altered or interfered with after it has been erected in the cemetery in accordance with the designs submitted to and approved by Didcot Town Council.
24. No memorial shall be removed from a cemetery for the purpose of cutting an additional inscription until the formal written approval of the Town Clerk, Deputy Town Clerk or Outdoor Services Manager to the Council has been given in respect of the proposed addition(s) as a fee is chargeable.
25. All dressing or working of stone or other materials to be used in or about any grave shall be undertaken outside the cemetery, except such work which cannot be carried out elsewhere. Prior written approval will be required.
26. A memorial removed for the purpose of a further interment shall be transported from the cemetery grounds. Any memorial left in the cemetery grounds may be disposed of by the Council.
27. All foundations for headstones, the removal or refixing of them and any other work connected therewith shall only be carried out with the authority of Didcot Town Council.
28. Every grave in respect of which an Exclusive Right of Burial has been granted and any monument or memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, monument, or memorial.
29. If necessary, repairs are not carried out within six months of the date of the notice, then the memorial may be made safe or removed and disposed of by the Council.
30. Memorials in the form of the donation of seats, and bird boxes may be permitted at the discretion of the Town Clerk, Deputy Town Clerk, or the Outdoor Services Manager to the Council dependent upon the memorial schemes being operated by Didcot Town Council and may be subject to a fee.

31. All work shall be subject to the direction of the Town Clerk, Deputy Town Clerk, or the Outdoor Services Manager to the Council and any person carrying out works must adequately protect grass, borders, and adjoining memorials. On completion of works all surplus materials must be removed and the whole site cleaned and left in a satisfactory condition and be responsible for the cost of repairing any damage done in carrying out and completing work.
32. All monuments and materials must be conveyed into the cemetery in such a manner as not to cause any damage to roads, walks or turf.
33. All materials shall be carefully removed from the vehicles conveying them and neatly piled or placed in or near the place where they are to be used, as directed by the Clerk to the Council. No working is permitted on roads, walks or adjoining graves and all surplus materials must be removed from the cemetery.
34. Any person contravening any of the above provisions in this policy may be prevented from undertaking work in the cemetery in the future.

Amended June 2024 as approved by the Personnel and Administration Committee.