



Dursley Town Council

Kingshill Cemetery Guidelines for Memorials & Planting

Dursley Town Council is the managing authority for Kingshill Cemetery. We have put together the following guidelines to help explain the regulations relating to permitted memorials, flowers and planting.

It is our objective to ensure that the Cemetery remains a presentable and respectable place for all who visit.

Ownership of Exclusive Right of Burial does not give individuals or families the right to place any items on a grave that are not permitted. We reserve the right to determine and to give directions as to how the Cemetery and any grave therein shall be governed and maintained.

The Cemetery Regulations and Schedule of Fees and Charges are available from the Council office and can be downloaded from our website www.dursleytowncouncil.gov.uk

Memorials

We recognise the importance of a permanent memorial as a means of commemorating the life of a loved one; acting as a focus for grief initially and in the future as an historical record.

The owner of an Exclusive Right of Burial (the Grant Holder) may make a separate application to erect a memorial, consisting of a headstone or a tablet and/or a memorial vase. The Schedule of Fees and Charges outline those that apply to applications for memorial works.

Applications can also be made to install Memorial Plaques for the Garden of Remembrance which must be purchased from the Council office. Those wishing to install memorial benches must also apply for permission.

Memorials must be in keeping with the style of the Cemetery and within the specified dimensions outlined in the Cemetery Regulations. All memorials must be able to bear continuous exposure to the weather and must be made of durable natural stone. Teak and similar hardwoods may also be permitted.

Kerb surrounds are not allowed around either full or half grave spaces except in cases of historical precedence.

Our prior approval is required before a permanent memorial may be erected or altered. A living Grant Holder is also required to give permission for a memorial to be erected or altered by signing the application form before it is submitted to us. If the Grant Holder is deceased the Exclusive Right of Burial needs to be transferred to the person(s) entitled, in order for the memorial request to proceed. We can advise and assist with the transfer process.

Please note that action will be taken to remove unauthorised memorials.

The erection of a memorial on an earthen grave will not be permitted until a minimum of 11 months has elapsed following a burial. This is to allow the ground to settle following a burial. During this time the ground level may drop and need to be topped up with additional soil by our staff. Exceptions may be made in relation to cremation plots (half grave spaces). We reserve the right to inspect the ground conditions and further delay the erection of a memorial if that is deemed to be necessary.

We will not normally object to the placing of a temporary simple wooden cross whilst arrangements are made for a permanent memorial. Permission may be granted for simple wooden crosses to remain in place for a longer or indefinite period, subject to conditions and payment of a fee.

The responsibility for the memorial and its maintenance rests with the Grant Holder. Our staff carry out an annual memorial safety inspection. If a memorial is found to be unsafe it will be laid down without delay and attempts will be made to contact the Grant Holder.

Any remedial work required will be the Grant Holder's responsibility and we advise that they consider insuring the memorial (*public liability, any accidental/other damage, vandalism*). All memorials must be kept in good order and the Council reserves the right to remove any memorial that is not maintained in an adequate or safe condition.

Flowers & Planting

Following a burial, all funeral wreaths and floral tributes will be left on a grave for a period of not less than 4 weeks. After the 4 week period has elapsed, the wreaths and flowers will be removed if this has not already been done by the family of the deceased and the grave space will be re-seeded and included in the regular grass cutting schedule.

Following the burial the ground can take up to 11 months to settle and in some cases longer. During this time the ground level may drop and need to be 'topped up' with additional soil and re-seeded by our staff. Please note that we monitor ground levels as part of our regular inspections; occasionally grave spaces need to 'topped up' again in the future due to natural ground movement.

Permanent grave space mounds are not allowed except in cases of historical precedence where they do not pose a risk to others.

The planting of bedding plants or bulbs is permitted on grave spaces but, other than in cases of historical precedence, is restricted to the area immediately in front of the headstone/head of the grave and shall not exceed 2 feet 6 inches wide and 2 feet deep measured from the back of the headstone/head of the grave. Plant containers (e.g. plant pots) should not be placed in this area.

The remainder of the grave space must be kept level, grassed and clear in order that access to adjoining plots and maintenance are neither compromised or inconvenienced.

To avoid loss of plants, cultivation should not take place until the ground has settled and ideally until a permanent memorial is in place. We reserve the right to remove planting that has exceeded the permitted area.

It is the responsibility of the Grant Holder to keep the grave space free from weeds and in a tidy condition. Other than cutting grassed areas we do not provide a maintenance service. We reserve the right to level and turf/re-seed the grave if in our opinion it is untidy and/or could pose a risk to others.

The planting of trees and shrubs in the Cemetery is not allowed without our written permission. They can cause damage to memorials and grow out of control. We reserve the right without notice to remove them.

Please be aware that our written permission must be obtained before planting in the Garden of Remembrance.

Cut or artificial flowers should be placed in permanent set memorial vases (e.g. built into headstones), permitted by us via a memorial application.

Plants and flowers should not be placed in unauthorised/breakable containers for safety reasons (e.g. glass, porcelain, terracotta).

Up to 2 standard sized robust plastic or metal spiked memorial vases (*as pictured*) can be used per grave space for cut/artificial flowers. The vase must be located directly alongside the memorial at the head of the grave space in the permitted planting area (with the exception of graves awaiting memorials). We reserve the right to remove broken and brittle vases.



We recognise that wreaths and floral tributes may be placed on grave spaces at certain times of the year. These should be located in the permitted planting area specified above and removed when gone over. We reserve the right to remove such items placed upon a grave after an appropriate interval following their placement.

*Unauthorised vases, containers, tins, plates, pots, candle holders, jars and ornaments made of breakable material (e.g. glass or porcelain) and memento articles **such as** wind chimes, flags, banners, toys, decorations hung on metal stakes stuck into the ground etc. are not permitted anywhere in the Cemetery and will be removed by our staff without notice.*

Unauthorised decorative fencing, edging, surrounds and chippings are not permitted in the Cemetery or on any grave space.

Lit candles should not be left unattended in the Cemetery.

The items in the box above can get in the way of, or get stuck in, mowing and strimming equipment, potentially hurting maintenance staff. It can also be very time consuming avoiding and moving such items. Distress may be caused when such items are unintentionally damaged or moved during routine maintenance. The Cemetery Regulations and these Guidelines are in place to avoid such problems occurring.

A period of grace of 3 months will be permitted immediately following a burial for any such articles placed on a grave space after which the items will be removed.



No objection will normally be made to a small solar powered grave light/lantern made of rigid plastic or memento/ornament made of robust plastic resin, stone or wood if it is placed on the plinth of a headstone.

It must not however encroach into the grassed or permitted planted area, be excessive in number or cause offence. We reserve the right to remove any such item/s without notice if it does not meet the requirements given above, it is broken or we consider it to be a safety concern.



Special consideration will be given to requests relating to children's grave space memorials and will be at the discretion of the Town Clerk; sensitive issues will be referred to the Town Council for a final decision.

It should be noted that in order to excavate or gain access to a grave in the future, it may be necessary to temporarily place equipment and soil on top of adjacent graves. The period during which this may be necessary will be kept to a minimum. Once the burial has been completed, the grave will be backfilled and the surface of any adjacent grave affected by the works will be made good. Whilst this might appear as an intrusion and prevent a visit it should be remembered that the soil mound is only likely to be present for a day or two and will be removed following the burial. Should you meet with this in the future you are asked to be patient and considerate and bear in mind that to remove all excavated soil only to bring it all back after the burial is time consuming and expensive and can add pressure to increasing burial fees. Also, running wheelbarrows or dumper trucks up and down a burial section to remove and bring back soil can reduce the area to a muddy quagmire very quickly which will have implications for both repairs and access over a longer period notwithstanding the distressing state of the ground.

For advice and assistance on Cemetery issues please contact us.

Dursley Town Council Office is open Monday to Friday 10:00 am to 3:00 pm
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