

The Cemetery Service. Kingsdown Cemetery.

Swindon Borough Council

Bereavement Office
Kingsdown Crematorium
Kingsdown
Swindon
SN25 6SG
Web: www.swindon.gov.uk

Introduction

This pamphlet provides information on all aspects of burial provided by the Borough Council at Kingsdown Cemetery. Please take a look at the details and if you have any further queries contact the **Bereavement Services Office, Kingsdown Crematorium, Telephone: Swindon (01793) 822259** where the staff are available to give help and guidance on all aspects of the service including cremation when requested.

The cemetery is at Kingsdown, adjacent to the Crematorium.

The cemetery is open every day of the year as follows:

Weekdays	9.00 a.m. to 5.00 p.m.
Weekends and Public Holidays	11.00 a.m. to 4.00 p.m.

The full set of Rules and Regulations are available on a separate leaflet from the Bereavement Office, and the following paragraphs are extracted from the regulations to help acquaint you with the more important and regularly used rules.

An Explanation of the Traditional and Lawn Sections of the cemetery

There are different types of graves available for burial, **Traditional, Lawn and Woodland.**

Traditional graves are those graves that have a full kerb memorial placed on them, with a head or footstone if required, as the only memorial permitted on this type of grave. A maximum of two burials can take place in each grave.

Lawn graves are graves that have a headstone memorial only placed at the head of the grave, and have a small garden space up to 305 millimetres (12 inches) in front of the headstone where you can plant seasonal flowers, but not shrubs, bushes or trees. The remainder of the space will be turfed over and maintained by the council. You cannot place any form of kerb memorial on a lawn grave at any time. A maximum of two burials can take place in each grave. This provides an attractive and tidy setting for this type of grave. You cannot place markers to show the boundary of a grave space, nor vases, ornaments, lanterns, wind chimes etc. on the turf as this will obstruct the regular grass cutting needed to maintain the high standard. Any such items will be removed.

Woodland graves are for a single burial only as a 'green' option in an area of natural beauty. These graves are located where no memorials or markers are allowed to protect the unspoilt nature of the area. Grave mounds, floral tributes, decorations or adornments of these graves are not allowed.

The **Woodland graves** maintenance and grass cutting will be kept to a minimum.

Garden of Remembrance:

An area has been set-aside within the cemetery for the burial of cremated remains. This area provides for the interment of up to two sets of cremated remains in one plot and allows for the placing of a stone memorial.

Scattering of cremated remains is available in the woodland area. Once remains have been scattered there will be no possibility of recovery.

Memorials

Only memorials that conform to an approved specification can be placed and details are available from the administration office. Funeral Directors and local stonemasons are also aware of this. Appropriate authority is to be applied for to the administration office. (Rule 57).

Memorials are to be made of marble, granite or other natural quarried stone. Six months is to be allowed from when the burial took place before the memorial can be placed. During this delay the soil settles and extra soil is placed on the grave to keep the ground level prior to turf being laid.

The registered grave owner is responsible for the memorial maintenance and safety and for looking after their grave space.

Memorials within the cemetery may only be fixed by an approved stonemason, to the current standard of the National Association of Memorial Masons' Code of Working Practice, and all headstones with a ground anchor system.

The council has a responsibility to ensure the cemetery is free of obvious dangers and hazards. For example, glass or pottery items that break, sharp objects, items placed in paths reducing the width, and items that are a tripping hazard. These items will be removed with or without prior notification and will be available for collection for a period of one month.

When we prepare graves, we may need to request the removal of the memorial to make room for equipment, this is a health and safety requirement.

In the **Lawn Sections** only headstones and flower vases of a limited size are permitted as memorials. Kerb sets of any form, plastic or other fencing, and any other adornment of the grave will be removed. The garden area by the memorial should be kept tidy with seasonal flowers only. Shrubs, bushes and trees will be removed. The memorials are fixed in single rows and will be at the head end of the grave.

In the **Traditional Sections** only a full kerb set is permitted on a landing covering the grave space. It must be securely fixed on the landing.

We grant the Exclusive Right to Place a Memorial on your grave for a maximum period of 30 years. This is in line with the guarantee that we require stonemasons to give when fixing memorials. At the end of this term the grant may be renewed every five years up to the end of the term of the Grant of Exclusive Right of Burial, on payment of the appropriate fee.

If the Exclusive Right to place a memorial is not renewed, we reserve the right to remove the memorial from the grave.

Temporary grave markers are allowed, but not on Woodland graves, for up to 12 months after the interment, but they will be removed after this time or when a permanent memorial has been fixed. Wooden crosses are not allowed.

We strongly recommend that the grave owner obtains appropriate insurance cover against all risks for the memorial.

We will inspect and test all memorials for safety on a rolling cycle, at least once in every five years, as part of our Memorial Management Scheme, and the grave owner will be required to arrange for work to be carried out on memorials that are found to be unsafe.

We reserve the right, after reasonable notice to the person concerned and failure to take the necessary action, to remove any memorial that does not conform to the regulations, or in the opinion of the council is in a state of disrepair.

Exclusive Right of Burial: (Rules 41 – 43)

Before a memorial or flower vase can be placed, the Exclusive Right of burial in the grave for 75 years is to be purchased.

This also ensures that the grave will not be opened again without your permission, or the necessary proof of entitlement and permission by any person inheriting your estate.

The grant document should be carefully preserved, as it must be produced whenever the grave is reopened and when application is made for a memorial or additional inscription.

It is your duty as the grave owner to keep the administration office informed of any change of address in order to keep a full and accurate record.

The grant of exclusive right of burial is neither a freehold nor a leasehold interest and no title to the grave is transferred. The cemetery land continues to be owned by the Council who have made regulations concerning the use of their cemetery. Graves can be re-assigned for a fee.

No more than two grave spaces may be selected and purchased at any time without the consent of the council.

Purchase of Graves: (Rule 25)

Purchase Fees: The charge for the purchase of the Exclusive Right of Burial in a grave space applies to persons who were resident within the Borough of Swindon at the time of death. The purchase fee is doubled if the deceased is not a resident of the Borough of Swindon. This does not apply to the interment fee.

Charges:

A full list of charges is available from the Bereavement Services Office.

Special Requirements:

From time to time there are special requests that are made; on these occasions such queries should be directed to the Bereavement Staff at the administration office.

Dos and Don'ts.

Please park your vehicle in the main car parking area, with the exception of vehicles displaying a disability badge, funeral directors and approved contractors. This is to provide a vehicle free environment for pedestrians. The speed limit in the cemetery is 5 miles an hour. (Rule 4 & 5)

Please do not drive on grassed areas or pathways between sections.(Rule 6)

Please be respectful of the site and those interred here and their memorials.

Please do not bring your dog in to the cemetery or crematorium grounds, with the exception of dogs for assistance. (Rule 8)

In order to keep up a high standard of maintenance, the regulations will be enforced so that the cemetery will remain an attractive and peaceful place for generations to come.

The council does not accept responsibility for any damage to a grave or memorial either by natural causes or by a third party, or for any theft from graves or vehicles.