



Caldicot Town Council  
Dewstow Cemetery, Caldicot  
Management Plan, Green Flag Award



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## Dewstow Cemetery, Management Plan

### Introduction

Caldicot Town Council manages and maintains Dewstow Cemetery in Caldicot. The Cemetery is a lawn cemetery located on the outskirts of the town, near to Dewstow House. It covers approximately 1.8 acres of land. The Cemetery contains a Cremated Remains Section, a children's section and an area for standard grave burials.



Dewstow Cemetery was opened by the district council in March 1962. The first interment took place on 21<sup>st</sup> March 1962. We currently have approximately 1010 grave spaces and 280 Cremated Remains Spaces. Many of the spaces contain two or even three sets of remains, with many more intended for more than one set of remains.

Dewstow Cemetery is managed from the Town Council Office on Sandy Lane, Caldicot. The Clerk and Deputy Clerk are responsible for the cemetery. The council employs a contract groundsman to undertake the grounds keeping.



In 2016, the cemetery was nominated for the UK's Best Kept Cemetery. Although we didn't win Best Kept Cemetery, we were a finalist in the competition.

### Cemetery Opening Hours

The Cemetery is open to members of the public 365 days of the year, in all weather conditions, including weekends and bank holidays.

March – October 8am – 7pm

October- March 8am – 5pm

### Contact Details



**Cemetery Address:** Dewstow Cemetery, Dewstow Road, Caldicot, NP26 4AG

**Town Council Address:** Council Office, Sandy Lane, Caldicot, NP26 4NA

**Telephone:** 01291 420441

**Fax:** 01291 431139

**Email:** [TownCouncil@caldicotTC.org.uk](mailto:TownCouncil@caldicotTC.org.uk)

**Website:** [www.caldicottc.org.uk](http://www.caldicottc.org.uk)



*Dewstow Cemetery as seen from above*

### **Section 1: A WELCOMING PLACE**

Dewstow Cemetery is well signposted from the B4245 Caldicot Bypass and has easy access by public transport links, making it easy to find for visitors and residents alike. There is an entrance, set back from the main



highway, which ensures a feeling of privacy and tranquillity when passing through the main gates into the parking area.

One entrance/exit ensures maximum safety and security within the site. Wide gated welcome entrance provides a view of the whole site on entry, as well as maximising security and privacy.

*Dewstow Cemetery Entrance as seen from Dewstow Road*

Dewstow is a lawn cemetery and lends itself to a natural environment for flora and fauna. The groundsman conscientiously mixes planting style to suit environment, weather and season. The cemetery is a colourful and relaxing site, welcoming visitors to a respectful yet visually appealing space.

The border between the car park and the burial space is planted with seasonal flowers which provide a separation between the two areas. This increases safety for those visiting the cemetery as it separates the vehicular access area from the pedestrian areas. The cemetery is encompassed by hedging that provides privacy from the neighbouring properties. The cemetery contains many types of hedging including Hawthorne, Dog Wood, Dog Rose, Hazel and Holly. To the right of the entrance is a fenced area which provides a clean aesthetic in the parking area and privacy to adjacent properties.



Dewstow Cemetery can be reached by public transport, either by train or bus. The nearest bus stop is approximately 200 meters away on Longfellow Road if travelling from Newport to Chepstow or on Caldicot Bypass/B4245 if traveling from Chepstow to Newport. These stops are serviced by the number x74 bus. By train arriving to Caldicot, it is approximately a 700 metre walk to Dewstow Cemetery.

The entrance to Dewstow Cemetery is situated on Dewstow Road. This part of Dewstow Road is a designated 20mph speed limit area.

The access to the cemetery is suitable for pedestrians who are able bodied or disabled and for vehicles. Vehicles park to the right of the cemetery entrance and vehicles are not used within the lawned cemetery area, this encourages safe use of the site for all users.

The groundsman, Funeral directors and grave diggers are permitted to use motorised vehicles within the cemetery, this is due to the nature of the work undertaken and in accordance with health and safety legislation.

## Dewstow Cemetery, Caldicot Town Council Green Flag Award Application

There are dropped kerbs at the point of ingress to the burial spaces allowing ease of access for all users. All areas of the cemetery have reasonable space within plots to allow for free movement and retain sufficient space around headstones.

From the entrance, the entire cemetery can be surveyed making it easy to make ones' way around. To the left of the entrance is the Cremated Remains Section and Memorial Garden, at the end of the parking area is the Junior Section. The remainder of the cemetery is for full burial spaces.



Once through the gates, there is a dropped kerb to the left allowing access to the Cremated Remains Area and to the upper part of the cemetery. There is a gated cemetery shelter that can be used as a quiet place of respite during inclement weather. Caldicot Town Council are currently in the process of having this area refreshed and renewed to make to more appealing to visitors. Part of the works will involve making the shelter disabled and wheelchair friendly.

Dewstow Cemetery is sign posted from the main road into Caldicot, the B4245



*Dewstow Cemetery is signposted in both directions from the B4245/Caldicot Bypass*

The Town Council have notices displayed throughout the cemetery, where appropriate, providing sufficient information to visitors.

# Dewstow Cemetery, Caldicot Town Council Green Flag Award Application

The Town Council have purchased a new notice board, which provides clear information for visitors, opening times, rules within the cemetery and Town Council contact details are clearly visible. The style of the notice board complements the environment of the cemetery and suits the surroundings.

Due to the compact size and basic layout of Dewstow Cemetery, signs within the cemetery, directing visitors to specific areas are not required.



PLEASE REPORT ANY ISSUES RELATING TO THIS CEMETERY TO TOWN COUNCIL OFFICE	
Council Office, Sandy Lane, CALDICOT NP23 5DA This Cemetery will be open as follows: Summer (March-October) Sun - 7pm Winter (October-November) Sun - 5pm Telephone: 01291 425411 Fax: 01291 431139 e-mail to: town@caldicot.gov.uk Facebook: Caldicot Town Council Website: www.caldicot.gov.uk	
GENERAL NOTES	REGISTRATION INFORMATION
WE ALL ENJOY THIS CEMETERY We would appreciate if all visitors upon the site to follow rules for the maintenance of burial grounds and to use them. This is not a play area and children should be supervised at all times. Whenever possible please keep to the main walkways and avoid crossing grassed and open grounds. Please do not pull or lean against monuments as this may become damaged and expensive to replace. Monuments, whatever their condition, are the responsibility of the Person(s) named on their inscription.	PLEASE NOTE: THIS CEMETERY IS A LIVING CEMETERY AND NO PLANTING OF ANY KIND IS PERMITTED AT ANY TIME. FOR HEALTH AND SAFETY REASONS GLASS BURIALS ARE NOT PERMITTED. SPECIAL AND SPECIAL OFFICIALS MUST BE PLACED AT THE BASE OF THE BURIALS ONLY. CALDICOT TOWN COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY BREAKAGES OR BURIALS. PLEASE EXUSE THE GATES ON LEAVING THE CEMETERY. THANK YOU.
Please be aware that any work on any monument MUST be carried out in the presence of the Council. The Council does not accept liability for any damage to any monument or for any injury to any person.	

The Town Council is committed to equal opportunities and access for all. The Council officers frequently receive information and compliments regarding the welcoming nature of the cemetery.



## **Section 2. HEALTHY, SAFE AND SECURE**



The appealing grounds of Dewstow Cemetery are healthy, safe and secure. The cemetery has a gated access

which is unlocked in the morning and locked in the evening, the cemetery is open 365 days a year. The Council are committed to providing a safe and secure facility, therefore, locking the gates helps to prevent unwarranted entry and vandalism.

Access to the cemetery outside of opening hours is not permitted unless previously arranged with the Clerk to the Council. Dewstow Cemetery has longer opening hours in the Summer months, compared to the Winter, this is for Health and Safety purposes and the onset of early darkness.

The site is well maintained, with clear sightlines to all areas within the cemetery. The site is regularly tended to by the groundsman and any issues that arise are reported to Caldicot Town Council immediately. In addition, visitors are able to comment or advise of issues by reporting directly to the Town Council, using details on displayed notices.



### **Appendix 1 – notices waste and recycling**

Risk assessments are undertaken and an incident log is maintained, all available within the Town Council office.

Facilities within the cemetery are effective and informative. The Council officers, contractors or funeral director staff are often on hand to assist with any queries.

The cemetery is accessible in accordance with the Disability Discrimination Act 1994. The cemetery shelter has been upgraded to enable equality of use. There is additional space in front of the cremated remains area, to enable wheelchair users sufficient room and there are dropped kerbs along the edge of the lawned area, to enable ease of access in leading to spaces. Recently, we were able to accommodate a request for a specific grave plot, which would assist a disabled user in attending a family funeral. The Funeral Director expressed sincere gratitude for the effort and consideration of Caldicot Town Council.

An area for possible development within the cemetery is provision of a public convenience, this is something that has to be considered by the Town Council as currently there are no hot water facilities on site. Council are extremely mindful of the placement of appropriate facilities.

The cemetery is a peaceful space for the public to remember and visit memorials of lost loved ones. Therefore, any visitors are encouraged to retain the ambiance by being respectful when bringing animals into the site.

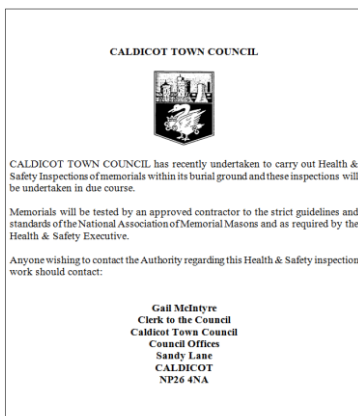
Dog fouling is not an issue in Dewstow Cemetery. Visitors are requested to keep dogs on leads whilst in the cemetery.



Caldicot Town Council is committed to ensuring that the town remains a pleasant clean and safe environment. The Town Council is not responsible for any highways or street cleaning, however, has developed excellent working relationships with the responsible authority, Monmouthshire County Council.

## Dewstow Cemetery, Caldicot Town Council Green Flag Award Application

All buildings, benches, headstones, trees and other features at the cemetery are monitored visually by the contractor to ensure that there are no obvious issues. Headstone testing, tree inspections are regularly undertaken and procedures are in place to ensure effective Health and Safety management of the cemetery. All available within the Town Council office.



Town Council undertake headstone testing periodically, this was undertaken in 2017/18. Notices were displayed within the cemetery.

The testing was undertaken by an experienced contractor who operated sensitively and compassionately, as a result the process was completed without any issues.

### **Section 3. WELL MAINTAINED AND CLEAN**

Caldicot Town Council is committed to protecting and enhancing the natural environment, this includes managing well maintained and clean spaces.

The Town Council has a number of policies and procedures in place, this includes risk assessments and health and safety. All aspects are regularly monitored by the Health and Safety Committee and reported to Town Council.



The contractor is responsible for upkeep and ensuring that the cemetery remains clean and tidy on a day to day basis. Notices are displayed within the cemetery in relation to waste and recycling for visitors.

The waste disposal facilities available at Dewstow Cemetery include recycling for green waste such as old flowers, recyclables including glass, metal and paper and general waste bins. The dumping of household waste in cemetery bins is not permitted.



The groundsman has a waste disposal licence and is very proactive in waste and recycling, through separation of materials in to relevant bins. All horticultural waste is recycled and reused by the groundsman.

There are water and waste disposal station near to the cemetery shelter and reusable receptacles are available for visitors to use for water. Anyone using the cemetery is encouraged to pick up litter.

All cemetery contractors are responsible for the condition of the grounds and take pride in its appearance. The grass is cut on a routine basis and staff work hard to maximise

appearance of the cemetery all year round.

Caldicot Town Council is aware of the legal duties under the Environmental Protection Act 1990 and ensures that land is clear of litter and refuse. Bins are provided within the cemetery and storage is near the entrance, purposely positioned so that it is not in direct sight of visitors.

The qualified groundsman is an expert in horticultural issues and ensures that excellent standards of practice are maintained.

Planting is varied, in accordance with seasons and the use of wild flowers is prevalent. Grassed areas and beds are extremely well maintained. The Town Council receives compliments on the skill of the groundsman and presentation of horticultural aspects of the cemetery.

Site inspections and regular monitoring is undertaken by groundsman and specialists i.e. tree inspections, asbestos and legionella testing. Regular inspections are undertaken to ensure that buildings and equipment is well maintained. This information and records are available within the Town Council office.



In considering the potential cemetery extension, the Town Council are committed to working with the biodiversity and ecology officer from the unitary authority. This is to ensure that appropriate measures are considered for protected species and hedgerows.

#### Appendix 2 – correspondence from planning agent

In general, there are not experiences of vandalism or graffiti within the Cemetery. However, any issues would be addressed immediately. Reports of items on graves which had been damaged, are few and far between, any instances were investigated and any matters resolved.

The Council has a strict policy, that no items are to be placed on graves and this has been conveyed to Funeral Directors. At regular intervals the groundsman undertakes 'grave levelling' and any items are reported to the office, where the Clerk would subsequently contact the family to advise that the item should be removed to avoid damage.

Notices are displayed within the cemetery to this effect.



Memorials with the burial or cremated remains spaces of Dewstow Cemetery are required to not exceed maximum sizes and this information is provided to all users, upon notice of interment. The headstones are required to be NAMM approved memorial masons. The information is contained within cemetery policy documents.

#### Appendix 3 – cemetery policies

#### **Section 4. ENVIRONMENTAL MANAGEMENT**

The Council plays a vital part in representing the interest of the community that it serves, Caldicot, and the aim is to improve the quality of life of local people and the local environment.

Caldicot Town Council is extremely conscious of the environment and through management of the cemetery, do our best to impact on the environment as little as possible, as well as promoting environmental awareness.

Dewstow Cemetery, as a lawned area, has become a natural home for plant life and wildlife. Therefore the site benefits the local environment in many ways, it is visually appealing with trees, flowers and bedding.

The work undertaken by the contractor ensures that wildlife is not disturbed, existing hedgerows, trees provide a habitat for birds and insects:

- Non harmful chemicals
- Environmentally friendly and biodegradable weed killers
- Recyclable water jugs
- Compost area
- Recycling and waste management



As a lawned cemetery, Dewstow lends itself to a natural environment for wildlife, flora and fauna. The groundsman ensures that the landscaping is suitable in all weather conditions and unique features of flora and fauna are considered, when used within the cemetery.

The site is regularly monitored to ensure that there is suitable sustenance for plants to grow and flourish. Any trees that are removed, are replaced, this contributes to the enhanced ecological networks and provision of habitat for wildlife.

Caldicot Town Council provide a visually appealing, relaxing, natural environment for visitors to respectfully and peacefully attend the place of rest.

The Clerk and Deputy Clerk monitor the cemetery usage through burial comparisons and any significant variances in use would be brought to the attention of the Health and Safety Committee. In general, the cemetery operates on an average figure, which is similar each year. However, recently there has been a slight decline in usage, possibly due to external factors i.e. development of a new crematorium within 10 mile radius.

The monitoring of usage assists the Town Council in identifying changes in trend, with an increase in cremated remains use, compared to full burials.

**Appendix 4 – burial comparisons**

## Dewstow Cemetery, Caldicot Town Council Green Flag Award Application

Notwithstanding, the extension to Dewstow Cemetery is integral in ensuring that residents of Caldicot have an essential facility for those and their loved ones. Extending the cemetery will enable further opportunities for development and addressing changing demand for burying loved ones.

The Council is committed to the well-being of residents of the town, contributing to improve the social, economic, environmental and cultural aspects in the long term.



**Section 5: BIODIVERSITY LANDSCAPE AND HERITAGE**



The Town Council conscientiously encourage management of natural features and conservation of landscape features. The contractor is a professional horticulturalist with absolute regard for flora and fauna.

The cemetery conservation is undertaken regularly and maintained in accordance with natural wildlife habitat, flora and fauna perennial seasons.

Dewstow Cemetery has a variety of trees, hedges and floral displays, which include:

- Trees – Cherry, Weeping Willow (x2), Oak, Horse Chestnut, Ash, Small Oak
- Hedges – Hawthorne, Dog Wood, Dog Rose, Hazel, Holly
- Flowers - Winter: Wall flowers, Daffodils  
Summer: Petunias, Geraniums, Alison Roses  
Naturalised bulbs along left hedge
- Hedges - sides cut until August. Tops cut September due to nesting birds



As the Town Council have recently applied for planning permission to extend the Cemetery, it has been imperative that management of natural features was considered. The Town Council employed an independent ecologist to undertake a study of the features present at the cemetery, this ensured that any natural features would be replaced, as part of the extension work.

**Appendix 5 – Ecologist report**

The cemetery is a relatively new site, therefore, has no historic or iconic buildings or structures. There is a cemetery shelter for visitors to use and this has recently been upgraded. Maintenance and any work at the cemetery buildings is undertaken sensitively and safely.



## **Section 6. COMMUNITY INVOLVEMENT**

Stakeholder relationships are significant in the management of Dewstow Cemetery. The Clerk to the Council and/or Deputy Clerk have frequent meetings with the Funeral Directors, to inform of any issues, policies, procedures and share information.

The Clerk and/or Deputy Clerk often undertake site visits, meet with gravediggers and stone masons, the meetings are held on site to clarify any issues that may arise.

Due to the proximity of the Town Council office and location of the cemetery, the officers of the Council are proactive in meeting with the community. The personal service is second to none, as officers are able to consider each burial individually and adhere to special requests, which contributes and demonstrates the commitment to community involvement.



Caldicot Town Council has accommodated requests from the community for memorial benches to be placed within the cemetery, there are a number of benches located around the cemetery. These have been placed by individuals or groups and provides a place where friends, relatives and visitors can sit and pay their respects.

### **Appendix 6 – Funeral Director statement**

The Town Council extended community involvement in relation to cemetery extension plans, the plans were publicly available through the Planning Authority and the Town Council are working with officers to ensure that conditions of the approval are satisfied.



## **Section 7. MARKETING AND COMMUNICATION**

The Town Council provides sufficient information regarding provision and services at Dewstow Cemetery. Due to the nature of the burial authority, it is not appropriate to advertise all details.

All matters are dealt with in a sensitive and appropriate manner. As a result of good relationships with stakeholders, any key information is conveyed to funeral directors, contractors and staff.

Information regarding Dewstow Cemetery is available through the following channels:

- **Notices within Dewstow Cemetery**
- **Email: [towncouncil@caldicottc.org.uk](mailto:towncouncil@caldicottc.org.uk)**
- **Facebook: Caldicot Town Council**
- **Website: [www.caldicottc.org.uk](http://www.caldicottc.org.uk)**
- **Notice Boards – Caldicot Town Centre and Town Council building**
- **Town Council Office**



To fully demonstrate the commitment and staff of Caldicot Town Council and Dewstow Cemetery , the Town Council was nominated and shortlisted for the final of The Good Funeral Awards 2016, category of Best Kept Cemetery – appendix details

**Appendix 7 - Good Funeral Awards 2016 nomination**

## **Section 8 – MANAGEMENT**

There are a number of Acts and Measures which enable local authorities to provide burial grounds and cemeteries, however, this is not a statutory requirement.



Caldicot Town Council manage, provide and maintain Dewstow Cemetery, Caldicot, under the following legislation:

- Open Spaces Act 1906, ss.9 and 10
- Parish and Town Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
- Local Government Act 1972, S.214

There are a number of municipal burial grounds across Monmouthshire, these are managed by the unitary authority, Monmouthshire County Council, in addition there is a natural burial ground in Usk and a number of private churchyards which operate under their own guidelines.

Dewstow Cemetery is unique as it is the only municipal burial ground, in Monmouthshire, which is managed by a Town or Community Council.

Dewstow Cemetery is managed under the functions and responsibilities of Caldicot Town Council, the Clerk to the Council and Deputy Clerk undertake day to day administration and management. This includes managing day to day aspects of the cemetery use, carried out in a sympathetic manner and in accordance with statutory requirements and council regulations.



The Health and Safety Committee of Caldicot Town Council, meet throughout the year, this includes visits to the cemetery to ensure the sufficient operation and address any matters, as necessary.

The Cemetery Fees are reviewed annually by the Estimates Committee, in November/December each year and the figures are considered when the Town Council requests the annual precept from the unitary authority (Monmouthshire County Council).

Information on the cemetery budget is available upon request and can also be found within the Council's agendas, which are available on the Council's website or Council office on request. The projected budget for 2018/19 is £20,000 (income) and £48,350 (expenditure). The expenditure figure does not take into consideration administration resources.

### **Appendix 8 – Budget**



A contractor undertakes maintenance and horticultural aspects within the cemetery and the officers work closely with local Funeral Directors to ensure smooth operation, prior to and after burial services have been utilised.

All works undertaken on burial spaces, cremated remains spaces and headstones are within the within the Cemetery Regulations and to the standards as set out in the N.A.M.M. Recommended Code of Working Practice.

Staff and contractors working within the cemetery, operate with the utmost dignity and sensitivity. The Town Council are aware of the importance of the facility and requirement to manage compassionately, for the benefit of visitors.

**Appendix 9 – contractor burial preparation statement**

**Vision for the Future**



Caldicot Town Council strives to provide a clean, safe and well-maintained facility for burial.

Due to increased demand for the cemetery, space for new burials is rapidly decreasing. The Town Council recognise that additional space is required and has investigated options for the adjacent field to be used as an extension.

Planning Permission for the extension has been obtained.

The Town Council are committed to working with the biodiversity and ecology officer from the unitary authority, to ensure that conditions within the planning permission are satisfied.


## APPENDICES



Notices

<p align="center"><b>PLEASE REPORT ANY ISSUES RELATING TO THIS CEMETERY TO TOWN COUNCIL OFFICE</b></p> <p align="center">Council Office, Sandy Lane, CALDICOT NP26 4NA</p> <p align="center"><b>This Cemetery will be open as follows:</b></p> <p align="center"><b>Summer (March-October): 8am – 7pm</b> <b>Winter (October-March): 8am – 5pm</b></p> <p align="center">Telephone/Ffôn: (01291) 420441, Fax/Ffacs: (01291) 431139 e-mail/e-bost: <a href="mailto:towncouncil@caldicottc.org.uk">towncouncil@caldicottc.org.uk</a> Facebook : Caldicot Town Council <a href="http://www.caldicottc.org.uk">Website: www.caldicottc.org.uk</a></p>	
<p><b>PUBLIC NOTICE</b></p> <p><b>TO ALL VISITORS TO THIS CEMETERY</b></p> <p>We would respectfully remind all cemetery users that this is a burial area for the remembrance of family, friends and loved ones.</p> <p>This is not a play area and children should be supervised at all times.</p> <p>Whenever possible, please keep to the main walkways and beware of uneven ground and any trip hazards.</p> <p>Please do not pull or lean against memorials as they may become insecure and constitute a hazard.</p> <p>Memorials, whatever their condition, are the responsibility of the Purchasers/Owners and their successors.</p> <p><small><i>Please be aware that any work on any memorial MUST be carried out to the standards laid down in the National Association of Memorial Masons (NAMM) Recommended Code of Working Practice and MUST be carried out by an Authority Approved Memorial Mason/Funeral Director</i></small></p>	<p><b>DEWSTOW CEMETERY, CALDICOT</b></p> <p>PLEASE NOTE – THIS CEMETERY IS A LAWN CEMETERY AND NO PLANTING OF ANY KIND IS PERMITTED AT ANY TIME.</p> <p>FOR HEALTH AND SAFETY REASONS GLASS RECEPTACLES ARE NOT PERMITTED – NON-GLASS RECEPTACLES MUST BE PLACED AT THE BASE OF THE HEADSTONE ONLY.</p> <p>CALDICOT TOWN COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY BREAKAGES OF RECEPTACLES</p> <p>PLEASE CLOSE THE GATES ON LEAVING THE CEMETERY.</p> <p align="center">THANK YOU</p>

CALDICOT TOWN COUNCIL



**PUBLIC NOTICE**

**THE DUMPING OF RUBBISH AT THIS CEMETERY IS STRICTLY PROHIBITED – OFFENDERS WILL BE PROSECUTED**

**Town & Country Planning Act 1990**  
**Application by Caldicot Town Council**  
**Ref: DC/2018/00207**

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I refer to the above planning application for the proposed extension to Caldicot Cemetery currently before you. Recently you forwarded me the observations you have received from your colleagues in respect of ecological and biodiversity issues. I forwarded these comments on to the Council and they have advised me as follows:-

“The Council are very aware and sympathetic to the wildlife and plants within the cemetery area. The Town Council recognise that, as a lawned cemetery, Dewstow lends itself to a habitat for plants and wildlife.

The Council would like to see the hedge removed, however this would be done at a time which was considerate to the wildlife and the Council would want to plant in an alternative area.

The purpose for the removal of the hedge would be to extend the natural flow of the cemetery and maximise the opportunity for the community to have a sufficient burial facility”.

I note from your email also that the GI team would be keen to work with the Town Council to achieve a suitable management for the site as they have done at Llanfoist and Monmouth. This would assist in promoting diversity whilst respecting the practicalities of the site management issues and ensuring the site is sympathetic for mourners. The Town Council would be happy with such an arrangement.

I have tracked the progress of the application on the Councils website and there do not appear to be any other outstanding issues. However, if there are any other queries which require addressing please do not hesitate to give me a call. I would appreciate an indication of the likely timescale for the determination of the application.

**Policy Statement extract – Burial Form**

In submitting this Notice of Interment it is confirmed that the relative, next of kin or other person who has supplied the above information in this Notice has been informed that Caldicot Cemetery is a Lawn Cemetery and that no planting of any kind must take place at any time on the grave area and all receptacles (glass not permitted) must be kept to the base of the headstone (when provided) or at the head of the grave and no obstruction caused to any employee of the Caldicot Town Council in performing his/her duties.

I fully understand that Caldicot Cemetery is a Lawn Cemetery and that the grave space will be seeded or turfed by the Caldicot Town Council and that no planting or works of any kind will be permitted at any time and the grave space to be maintained in accordance with all Caldicot Town Council rules and connection herewith.

Memorials will be permitted within the following maximum dimensions:-

- Plinth 914mm x 508mm x 102mm (above ground)
- Headstone 1068mm x 762mm x 153mm

**Policy Statement extract – Headstone Form**

I, being the legal owner of the EXCLUSIVE RIGHT of BURIAL in the above mentioned grave, and being aware of the regulations and restrictions in force have given permission for the memorial works described below to be carried out. I hereby indemnify the above Authority in respect to any claims or demands that may be made at any time in connection with, or arising out of any such works being undertaken. I understand that the safe erection and the continued maintenance of the memorial is my responsibility.


I also agree not to place any ornaments, chippings, edgings, fencing or plants of any description outside the confines of the memorial on the above grave in the LAWN GARDEN section.

To Be Completed By Memorial Mason:

I confirm that the memorial will be erected using a N.A.M.M. approved Ground Anchor Safety System and that the memorial will be erected within the Cemetery Regulations and to the standards as set out in the N.A.M.M. Recommended Code of Working Practice. I can further confirm that I have/will be recommending and advising the Legal Grave Owner to take out Memorial Insurance Cover

**Cemetery Notice**

|  
CALDICOT TOWN COUNCIL



**PUBLIC NOTICE**

PLEASE NOTE - THIS CEMETERY IS A LAWN  
CEMETERY AND NO PLANTING OF ANY KIND  
IS PERMITTED AT ANY TIME

FOR HEALTH AND SAFETY REASONS GLASS  
RECEPTACLES ARE NOT PERMITTED  
NON-GLASS RECEPTACLES MUST BE  
PLACED ON THE BASE OF THE HEADSTONE  
ONLY

CALDICOT TOWN COUNCIL CANNOT BE  
HELD RESPONSIBLE FOR ANY BREAKAGE  
OR LOSS OF RECEPTACLES

Caldicot Town Council  
Council Offices  
Sandy Lane  
CALDICOT  
NP26 4NA

**Comparison of Burials at Dewstow Cemetery, Caldicot  
Financial Year 2015/16, 2016/17, 2017/18**

Year											
2015/2016				2016/2017				2017/2018			
Burials	Cremated Remains	Junior	Total	Burials	Cremated Remains	Junior	Total	Burials	Cremated Remains	Junior	Total
45	25	2	<b>72</b>	38	25	0	<b>63</b>	32	16	2	<b>50</b>



**Caldicot Cemetery Extension DC/2018/00207 - Information on Ecology to be submitted to Monmouthshire County Council in relation to discharge of Conditions 3, 4 and 5**

Further to my meeting on Wednesday 27th June 2018 with Members of the Town Council, the Clerk and Secretary, we discussed and agreed the approach to the hedgerow removal and replanting works. I also made an inspection of the existing hedgerow to inform my advice in this matter. Relevant details regarding each condition are provided below;

**Condition 3:**

- 3 No removal of hedgerows, trees or shrubs consider also brambles, ivy and other climbing plants shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to the local planning authority.**

**REASON: To ensure that breeding birds are protected. All British birds, their nests and eggs (with certain limited exceptions) are protected by law under the Wildlife and Countryside Act 1981 (as amended).**

The Town Council wish to start works as soon as possible, once the planning conditions have been discharged. During the inspection on 27th June, no evidence of nesting birds was noted within the hedgerow, however, should works start within the bird nesting season (1st March to 31st August) it has been agreed that myself or a colleague shall attend site at the start of works, or within the previous 48hrs, to carry out a full detailed check for nesting birds and shall advise the contractors whether they can proceed or any measures that need to be followed to protect nesting birds. Written confirmation of this shall be provided following the inspection.

**Condition 4:**

- 4 Prior to the removal of the existing hedgerow detail of compensatory planting associated with the hedgerow removal shall be submitted to the LPA for approval. The detail shall include location of planting, species, sizes, numbers and densities.**

**REASON: To compensate for the loss of hedgerow during implementation of the scheme in accordance with LDP policy NE1 and the Environment (Wales) Act 2016.**

The replacement hedgerow is proposed between the new extended cemetery area and the adjacent allotments, as shown on the attached plan provided by the Town Council. The Town Council have proposed the following hedgerow species mix which I have advised is considered suitable for the proposed replacement hedgerow;

**Species Mix**

Hawthorn	<i>Crataegus monogyna</i>	20%
Hazel	<i>Corylus avellana</i>	20%
Holly	<i>Ilex aquifolium</i>	10%
Dogwood	<i>Cornus sanguinea</i>	20%
Guelder Rose	<i>Viburnum opulus</i>	20%
Sloe/ Blackthorn	<i>Prunus spinosa</i>	10%

The following planting details and management of the hedgerow shall be followed, in accordance with Monmouthshire County Council's Hedgerow Guidance;

## Dewstow Cemetery, Caldicot Town Council Green Flag Award Application

Ground preparation: As the ground is turf-covered, screef-planting (or turf-planting) will be carried out, i.e. dig over the planting area, turning over the turf and planting in the upturned soil. In this way, the hedge plants will grow in the exposed topsoil and the buried turf will rot and provide nutrients. Unless the contractor advises an alternative method, which shall then be followed.

Numbers and Spacing: The hedge plants shall be spaced at 0.3m (1 foot) intervals in two rows, 0.3m (1 foot) apart. Planting will be staggered (so that a plant in the second row is mid-way between plants in the first row) to give approximately 6 plants per running metre of (double) hedge-line.

Planting season: Hedging plants shall be bare-rooted stock, so the planting shall take place in the winter months, when the roots are dormant, between November to March.

Maintenance: Protection: Spiral guards shall be used on each hedgerow plant to protect from rabbits.

Weeding: Shall be carried out for the first 3 years, either by hand or by chemical spraying.

Beating up (replacement of failed plants): Shall be undertaken following a check in year 1 after planting then as required in order to maintain the continuity of the hedge line.

Trimming: once established, sides shall be trimmed in alternate years from year 4 onwards, to provide an opportunity for fruiting trees to benefit wildlife. Trimming shall take place October to February to protect nesting birds.

### **Condition 5:**

- 5 The implementation of the scheme shall be undertaken in accordance with Monmouthshire County Council's Reptile Method Statement.**

**REASON: To prevent injury/killing of protected & priority species.**

As agreed with the Town Council, works shall be carried out in accordance with the above reptile method statement. This includes an agreement for works to reptile sensitive areas to take place between April and October and for myself or a colleague to attend site at the start of works to check for the presence of any reptiles and that clearance of some areas by hand will be carried out under the guidance of the ecologist.

### **Additional Notes:**

- A record of the apparent plant species within the existing hedgerow were noted during my visit; Hawthorn (dominant), Ivy (dominant), Elder (occasional), Bramble (occasional), Clematis (rare), Dog Rose (rare), Hedge Bindweed (occasional), Stinging Nettle (occasional). No protected species (other than the legally controlled knotweed) were noted.
- We agreed that the two conifers within the existing hedgerow will be retained and protected during clearance works.
- There is an area of Japanese Knotweed at one end of the hedgerow, I checked this during my visit and as advised it is under treatment. Some Knotweed with green growth is growing within the hedgerow next to the treatment area. Hedgerow clearance will therefore proceed under advice from the specialists who are treating the Knotweed, to ensure this is not disturbed by the hedgerow removal works. This is likely to involve marking out an avoidance area within which no clearance shall take place until advised from the Knotweed specialists.

**Appendix 6**

*'Dewstow Cemetery is the best kept cemetery we have ever seen and as funeral directors, we see a great deal.*

*The staff and Manager are extremely caring - passionate about their work, and nothing is too much trouble for them.*

*They are efficient and organised, often dealing with Memorial applications the same day as they receive them. This makes what is a difficult time for bereaved people easier, and families often tell us how grateful they are.*

*The Town Council's staff and Manager will always offer to meet us and anyone else who wants to meet at the cemetery, to discuss and look at issues as they arise.*

*The groundsman works hard to maintain the neat, tidy appearance of the Cemetery always ensuring it is a safe and smart place for visitors.*

*We believe that because the Town Council manage the Cemetery this is what makes it such a 'jewel in Caldicot's crown.' It is a Cemetery of which everyone is proud, a peaceful haven, bringing solace to many and helps the grieving process for so many.*

*We challenge anyone to find a better managed Cemetery anywhere.'*

*[I Watts & Sons Independent Funeral Directors]*

A cemetery with a difference! This cemetery has to be seen to be believed!

Caldicot is the only Town Council within the county of Monmouthshire who look after their own cemetery. What this means is that the control and running of it is very personal, with staff being very 'hands on.' The managing of the plots, pricing, funeral times etc. is all done by the team of three at Caldicot's Town Council offices in Sandy Lane. Their smaller personal service enables them to go 'above and beyond' Town Clerk Gail McIntyre says.

Gail is supported by administrator Sarah and apprentice Calvin all take great pride in the work that they do in the community and their work with Dewstow Cemetery is no exception.

The cemetery occupies less than 3 acres on the edge of the village of Caldicot and is constantly beautifully maintained by Robert Graham from Willow Landscapes for eight years.

'What constantly amazes me' says nominator of this award, Jo Hume from Ian Watts & Son Funeral Directors is, 'when needing applications to be considered whether it be for burial plots or anything to do with the cemetery, they are often signed and returned within the hour! This means that bereaved families are not kept waiting and makes things so much better for them.'

'I recently had to meet a bereaved family on a Saturday evening Jo said, they were in a state of shock having lost their dear Mum. They were desperate to know if they could buy a burial plot from the Town Council. They were so comforted to think that their loved one could be laid to rest in the beautiful local cemetery. First thing on the Monday morning I was able to tell them that everything would be fine and they were even given a choice of two plots. It made what was such an awful time for this family, so much less stressful.'

Deputy Clerk, Sarah King who recently joined Gail's team added, 'it is absolutely fantastic to be part of a close-knit organisation that really cares for the community.'

Gail commented, "we love our work and we get to know families well. We are like a family here (at the Town Council), and we care passionately about how we treat people."

This is such a beautiful and popular cemetery said nominator Jo Hume from Ian Watts & Son Funeral Directors, the cemetery is rapidly becoming full. The Town Council are currently looking at options to increase the size and carrying out tests on neighbouring land.

Councillor David Evans, Mayor of Caldicot (who is in his sixth term of office) said, "The Town Council has given 100% backing to support the cemetery. I would like to thank everyone involved in all the work here."

The team at the town council is greatly assisted by the work of Robert Graham of Willow Landscapes whose upkeep has kept Dewstow Cemetery in fantastic condition. The Cemetery had its first interment on the 21<sup>st</sup> March 1962 and has developed into a quaint and charming area, becoming a point of pride in the community.

Local grave digger John Ball feels passionately about the maintenance of the cemetery too and commented, "I travel all over the country working in cemeteries and I have never seen one as well maintained as Caldicot Cemetery. Families constantly comment to me about it when I am working there. It is a lovely cemetery which brings peace and comfort to many who visit."

The Mayor, The Town Council team and others are constantly striving to improve the cemetery and there are many new ideas being worked on.

Complying with all appropriate health and safety regulations is of utmost importance. All testing is done by hand and any re-fixing that needs to be carried is dealt with in an empathetic manner to ensure no bereaved families are caused upset or worry.

Gail and members of her team are often seen at the cemetery checking on various matters – even measuring graves to check everything is in order for a forthcoming funeral service.

<b>Dewstow Cemetery Budget</b>			<b>Start of year 01/04/18</b>			
	<b>Account</b>	<b>2018/19</b>	<b>Revised</b>	<b>2019/20</b>	<b>Last year's actual</b>	
<b>Income</b>						
200	Burial Fees	5008534700	£20,000.00	£0.00	£0.00	£16,010.00
<b>Expenditure</b>						
<b>2100</b>	<b>Cemetery</b>	<b>5008534700</b>	<b>£48,350.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£25,135.04</b>
2100/1	Rates	5008534700	£750.00	£0.00	£0.00	£723.55
2100/2	Assoc Burial Auths/Green Flag	5008534700	£100.00	£0.00	£0.00	£90.00
2100/3	Cemetery Attendant Gates	5008534700	£1,250.00	£0.00	£0.00	£1,250.00
2100/4	Grounds Maintenance	5008534700	£10,000.00	£0.00	£0.00	£9,192.10
2100/5	Grave Levelling & Marking	5008534700	£1,000.00	£0.00	£0.00	£520.00
2100/6	H&S Headstone Inspection	5008534700	£3,000.00	£0.00	£0.00	£738.00
2100/7	Vermin & Pest Control	5008534700	£450.00	£0.00	£0.00	£440.00
2100/8	Repairs/Works	5008534700	£200.00	£0.00	£0.00	£1,361.00
2100/9	Trees	5008534700	£1,000.00	£0.00	£0.00	£760.00
2100/10	Hedges/Strimming/floral	5008534700	£100.00	£0.00	£0.00	£0.00
2100/13	Benches	5008534700	£500.00	£0.00	£0.00	£0.00
2100/14	Cemetery Land works	5008534700	£30,000.00	£0.00	£0.00	£7,631.84
2100/16	Cemetery hedge/fence	5008534700	£0.00	£0.00	£0.00	£1,735.00
2100/17	Asbestos re-inspect/MCC conditions	5008534700	£0.00	£0.00	£0.00	£471.88
2100/18	Legionella survey	5008534700	£0.00	£0.00	£0.00	£221.67

Dewstow Cemetery – Burial preparation information

Information provided by contractor – BRAMM Accredited

Burials/Cremated Remains

- All plots would be covered as soon as opened, for Health and Safety and sensitivity purposes
- New double plot would be opened 2 days prior to service, new single opened day prior and cremated remains space would be opened on the day. This ensures that normally there would be no open spaces more than 3 days prior to a service.
- Nearby headstones would be checked for safety whilst burial preparation occurs
- Soil would be placed on grave furthest from approach, this is undertaken compassionately and with family interests considered
  - Consideration and sensitivity to all surrounding spaces
  - 2 Sheets of ply wood between Soil and grass to keep in good order
  - Wooden Box surrounds soil once grave opened
  - Green matting placed over soil and wooden box removed on day of funeral
- Preparation of a new single space would be undertaken manually, preparation of spaces with more than one interment would be undertaken by mini digger. Where any equipment is used, a mesh grate placed by grave side to prevent damage to grass and digger slippage
- In situations where plots are re-opened, associated headstones would be removed and nearby headstones checked for safety
- Preparation would be undertaken manually and plots would be covered
- Details of existing interment would be checked, to ensure accuracy prior to new interment

Health and Safety

- Steel Toed boots worn
- Mobile phone in order to call out
- Two people on site if preparing a plot for more than one interment
- Graves Shored with wooden planks, preventing collapse
- Headstones required to meet NAMM guidelines
- No chemicals used during grave digging process
- Soil backfilled following service
- Excess soil removed and disposed of off-site - responsibility of Funeral Director/contractor
- Health and Safety at Work Act must be abided by