



**WEST END CEMETERY, QUOB LANE, WEST END, SOUTHAMPTON. SO30 3GJ
CEMETERY GUIDELINES AND RULES**



**West End Parish Council is a member of the Institute of Cemetery and
Crematorium Management
Corporate Membership number: 4994**

'A place of quiet reflection'

The West End Cemetery and Memorial Gardens have been so designed to make it a place for quiet reflection and easy maintenance.

Therefore, some simple guidelines have been prepared to assist this theme.

All Funeral Directors must ensure a copy of these guidelines are given to all bereaved families to advise how the cemetery is maintained for their future use.

Interments can take place Monday to Friday between the hours of 9.30am to 3pm. There will be no interments on Saturdays, Sundays, Christmas Day, Boxing Day, Good Friday or Bank Holidays.

Both grave and ashes plots are of double depth, allowing two burials in each plot only.

A special area has been set aside for the burial of children.

All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard. All memorial masons undertaking work in the cemetery shall be suitably qualified and licensed through BRAMM or the RQMF and hold £5million public liability insurance.

Casket Burials

- 1. Only tablet headstones will be permitted in the cemetery.**
- 2. The tablets may not be larger than 60cm (24") wide x 90cm (35") high x 45cm (18") deep.**
- 3. Colours shall be of natural stone or black (no synthetic materials will be permitted).**
- 4. No kerbs or planting around or on the grave will be permitted.**
- 5. A small vase or urn per grave will be allowable instead of, and in the place of, a headstone. A vase or urn may be incorporated into a headstone. These may only be placed at the head of the grave where the headstone would normally be sited. The name of the deceased must be engraved on the vase or urn.**
- 6. No statues or crosses may be erected in the cemetery.**
- 7. Plastic attractions/balloons/personal effects placed upon the grave or plot of a deceased are not permitted. The Parish Council reserves the right to remove any items. Similarly, lighted candles, including those within a glazed container and any breakable items, particularly glass items are not permitted due to safety. Such items removed will be held by the Parish Council for collection by the owner within 14 days and disposed of if the owner does not collect them within the stated time.**
- 8. Christmas decorations will be removed during the first week of February.**
- 9. The Parish Council retains the right at all times to remove plastic and silk flowers as well as plantings from graves and to dispose of wreaths, sprays, etc, once these have died.**
- 10. No dogs (except guide dogs), or any other animals are permitted in to the cemetery at any time.**

Ashes Burials

1. Ashes may not be scattered in the cemetery, on graves or in the memorial garden. A special area has been designed and established for the burial of ashes in the memorial garden.
2. Memorial tablets not exceeding 45cm (18”), square may be placed on the interment area, but these must be placed flat and not be more than 33cm (13”) high, including the base. Colours must be natural stone or black (no synthetic materials shall be permitted).
3. Ashes may be interred into the grave of a relative with the agreement of the next of kin and the Parish Council.

<u>CASKET BURIALS</u>	Tablets
Height	90cm or 35”
Width	60cm or 24”
Deep	45cm or 18”
<u>ASHES BURIALS</u>	Tablets
Height	33cm or 13” (inc. base)
Width	45cm or 18” square
Ashes Containers	No larger than 25cm or 10” square

- a. A burial can take place with or without a religious service. It is the responsibility of the funeral director or bereaved family to arrange for a minister or other persons authorised to officiate at the burial.
- b. Pre-purchase of graves or plots is not permitted. Graves and plots will be allocated in sequence unless exceptional circumstances apply when the decision of the Clerk on behalf of the Parish Council shall be final.
- c. Digging of graves and cremation plots. Grave plots shall be dug under arrangements made by the undertakers. Cremation plots are prepared by the Parish Council ground staff. Grounds maintenance staff will remain discreetly in the background whilst the burial takes place and once mourners have left the graveside staff will begin to backfill the grave using soil that has been placed nearby.

In the weeks following a burial the soil will compress and the mound will reduce. Once the soil has settled the Parish Council will ensure that the grave is levelled before grass seed is applied.

- d. The Parish Council will provide at each funeral a temporary grave position marker showing the grave number and name of the deceased only.
- e. All memorials are of the sole responsibility of the owner of the exclusive right of burial. They are responsible for ensuring that the memorial is kept in a good, safe condition and the Parish Council cannot accept any liability for repairing damaged or fallen memorials, or be responsible for any damage/theft or vandalism or any other circumstances beyond the control of the Parish Council. The Parish Council strongly recommends that all grave owners obtain an appropriate insurance to protect the memorial from unforeseen circumstances. The Parish Council will periodically inspect the safety of memorials

Any memorial classified as unsafe will be reported to the grave owner in order for them to arrange immediate repair.

The Parish Council reserves the right to:

- Lay flat or make safe any memorial headstone that has been identified as being unsafe.
- Remove any unauthorised memorial from a grave.
- Remove any memorial, which they deem objectionable or of unauthorised type or size.

Scattering of Ashes in the 'Garden of Reflection'

To do this officially we have introduced new rules about where and when this can be done.

Ashes can be scattered at our Quob Lane Cemetery. Unfortunately, you are not permitted to leave memorials or flowers where the ashes are scattered.

If you wish to scatter ashes, a fee is chargeable, the next of kin or executor of their Will must complete a request form.

This can be downloaded at: <http://www.westend-pc.gov.uk>
or telephone: 023 8046 2371.

An official record of the scattering of ashes will be held at the Parish Council Office – The Parish Centre, Chapel Road, West End, Southampton. SO30 3FE.

When scattering ashes, please ensure that they are scattered evenly. Please be mindful of other people – particularly those who might be nearby you, when scattering ashes and consider the direction of the wind on the day.