

BOURNE CEMETERY
WINTERSLOW ROAD, PORTON SP4

RULES & REGULATIONS

The Bourne Cemetery has been designed to make it a place for quiet reflection and easy maintenance. The following guidelines and rules have been prepared to assist this aim.

1.0 ADMISSION TO THE CEMETERY

- 1.1** Any person – creating a disturbance or a nuisance
- interfering with any grave, headstone or flowers
 - playing any game, sport or riding a bicycle
- will be required to leave the cemetery and may be the subject of subsequent legal action.
- 1.2** All dogs must be kept on a lead and in the close control of its owner. Any fouling must be cleaned up by the owner.

2.0 SITE INFORMATION

- 2.1** All people requesting information, purchasers of rights relating to use of the cemetery and local undertakers will receive a copy of these Rules & Regulations from the Parish Clerk.
- 2.2** The site of any grave will be determined by the Council and will generally be the 'next in line'.

3.0 GRAVES AND MEMORIALS

The Bourne Cemetery is a municipal lawn cemetery established in 2016 for the benefit and use of parish residents. It will be maintained in keeping with the village location and character of Porton.

BURIAL GRAVES

- 3.1** Graves will be dug to 6ft standard (double) depth. Some graves may be dug as single depth due to the physical or environmental constraints of the area and local geology. Please ensure you make it clear what your requirements are at the time of purchase.
- 3.2** A map of the Bourne Cemetery showing the layout and individual plots marked out from the IPC website or from the Parish Clerk.
- 3.3** It is not allowed to mark the perimeter of a grave. No raised kerbs will be permitted.
- 3.4** Graves may not be mounded but should remain level with the surrounding soil. This is in the interests of keeping the cemetery smart and tidy and to enable the grass between the graves to be mown efficiently and effectively.

In particular please note:

Where possible, for the first 12 months after a burial the responsibility for maintenance of a grave lies with the owner/purchaser. The Council can give advice if necessary. The Council will expect that at the end of 12 months the grave will be level with the adjoining land, the owner having made good any subsidence or removed any excess soil. If after 12 months, this has not been done, the Clerk will ask the owner to attend to this within one month. If after this, it still has not been attended to, the Council will arrange the levelling, but will send an account to the owner for the costs incurred.

After the initial 12 months:

- (a) Purchased Graves – will remain the responsibility of the owner/purchaser (as for the first 12 months).
- (b) Public Graves – the Council will carry out any necessary work to make level, bearing the cost.

If necessary, the Cemetery Manager will identify purchased graves which need attention and will contact the owner/purchaser asking them to arrange to level the graves.

- 3.5** Ornaments on graves are not permitted and no items should be left on any grassed area in front of or behind the headstone. It is permitted to leave fresh flowers in a spray or arrangement, but not in a pot or holder. All wrapping must be removed and disposed of before placement. Wrapped flowers will be removed immediately.
- 3.6** Silk or artificial flowers are not permitted.
- 3.7** No planting is permitted in the grave area.
- 3.8** Only tablet or open book headstones will be allowed in the cemetery and may not exceed 3 feet in height x 2 feet in width including any plinth (to allow maintenance between graves). Please note that such headstones and all bases, plinths or fixings must be contained within the grave plot and placed at the head of the grave.
- 3.9** Colours of headstones shall be natural stone or black. No synthetic materials will be permitted. Please refer to the 'Memorials Guide and Information' document for more details.
- 3.10** A small vase or urn may be allowed instead of a headstone, if permission is obtained from the Cemetery Manager and approved by the IPC. Such a vase or urn (not exceeding 6 inches on any side or height) must 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.
- 3.11** No statues, permanent crosses or wooden memorials of any kind may be erected in the cemetery – except for temporary memorials and these must be agreed with the Cemetery Manager.

CREMATED REMAINS GRAVES

- 3.12** Ashes may be interred in an existing grave in the cemetery or be interred in a cremated remains grave.
- 3.13** Grave plots are 18 inches x 18 inches maximum and graves may be dug as single or double depth. If double depth the Cemetery Manager must be advised.
- 3.14** Graves should remain level with the adjacent area – landscape fabric and turf replaced.
- 3.15** Only stone memorial flatstones/tablets and plaques will be allowed. Information and restrictions on memorials or cremated remains graves are available from the IPC website or Cemetery Manager.
- 3.16** A small vase or urn may be allowed instead of a flatstone, if permission is obtained from the Cemetery Manager and approved by the IPC. Such a vase or urn (not exceeding 6 inches on any side or height) must be placed in the centre of the grave. The name of the deceased must be engraved on the vase or urn.
- 3.17** Natural flowers only may be placed within the grave plot
- 3.18** Ornaments, vases, statues or crosses are not permitted.
- 3.19** Ashes may be scattered in the designated area within the cemetery, subject to the correct application, permissions and payment of fees being received.

PREPARATION OF GRAVES

- 3.20** Graves markers are placed at the mid-point of the plot and the grave must be marked out accordingly.
- 3.21** The Council does not undertake the digging of graves. That is the responsibility of the Funeral Director.
- 3.22** Graves will be dug square to, and in line with, existing graves.
- 3.23** Interment orientation will be facing East unless specified otherwise and agreed with the Cemetery Manager and IPC.
- 3.24** Once dug, spoil will be neatly placed and concealed using a natural-coloured cover.
- 3.25** Open graves will be made safe and secure by use of locking grave covers. These will be provided by the Funeral Director and are mandatory.
- 3.26** The Funeral Director is also responsible for tamping down and re-turfing of the surface of the grave immediately after burial in such a way as to minimise settlement. Graves will be left level to the surrounding landscape and all unwanted spoil will also be removed by the Funeral Director from the cemetery on the date of interment.
- 3.27** For cremated remains graves, cut an “ X “ in the turf and peel back. Dig out soil, taking care not to leave any soil visible above the ground level. After interment, replace soil and compact to existing level removing any excess. Fold back landscape fabric flat onto soil and recover with stones.
- 3.28** All grave markers are to be left in place after the interment.

MEMORIALS

- 3.29** All headstones, flatstones, urns, memorial plaques or other memorials of any description, and all inscriptions on them, must meet the conditions stated in the 'Memorials Guidance & Information' document, be approved by the Cemetery Manager and the appropriate fee paid before they are erected.
- 3.30** The Parish Council reserves the right to remove any memorial, memorial boulder, tablet, vase, urn, plaque or headstone which has been erected without permission or which is unsafe.
- 3.31** The Parish Council will not be held responsible for damage to memorials of any kind.
- 3.32** The Parish Council will not undertake the tending of individual graves and is responsible only for the general upkeep and good order of the cemetery as a whole.
- 3.33** All memorials must be kept neat, clean and in good repair at the owners expense in default of which, the Parish Council may, in its absolute discretion, remove them or repair them, at the owner's expense.

4.0 FEES AND CHARGES

- 4.1** Fees and charges will be reviewed annually by the IPC. A copy of the current fees is available on the IPC website or by request from the Cemetery Manager.
- 4.2** Exclusive Rights of Burial are mandatory for all burials and interments with the sole exception of Public Health Funerals (also known as National Assistance Funerals and Pauper's Funerals)

5.0 GENERAL INFORMATION

- 5.1** For general enquiries, please contact the Parish Clerk at:

Parish Clerk Idmiston Parish Council, Cranbourne, White Way Pitton Salisbury SP5 1LB	Telephone: 07763 411595 email:parishclerk@idmistonpc.org
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- 5.2** The following information and forms are available on request by contacting the Parish Clerk:

- Rules & Regulations (this document)
- Exclusive Rights of Burial – Terms & Conditions
- Application to Purchase Exclusive Rights of Burial (Residents only)
- Request for Burial Application Form
- Memorials Guidance & Information
- Request to Erect a Memorial Application Form
- Bourne Cemetery Fees & Charges