

DROXFORD CEMETERY

Sheep Pond Lane, Droxford, Southampton S032 3QQ

REGULATIONS

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

1. RIGHT OF INTERMENT

The right of interment in the Cemetery at Droxford is exclusive to all parishioners of the Civil Parish of Droxford upon payment of the appropriate fees set out in the scale of fees. In exceptional circumstances, at the discretion of the Cemetery Registrar, the bodies of persons non-resident at time of death may be interred in the Cemetery subject to payment of twice the amount of the appropriate fee set out in the scale of fees.

2. NOTICE OF INTERMENT

- a) At least 48 hours' notice (on a form prescribed by the Parish Council) of every intended interment must be given to the Registrar at Fareham Registration Office, 4 Osborn Road South, Fareham, PO16 7DG, or Registrar of the district where death occurred.
- b) Except in special circumstances, no notices will be received on Saturdays, Sundays or Public Holidays. Such days must be excluded from the period of 48 hours' notice an exception will be made on production of a medical certificate stating that early interment is necessary.
- c) All fees in connection with an interment must be paid to the Cemetery Registrar at the time the notice is given.

3. CERTIFICATES

- a) A disposal certificate of the Registrar of Deaths or, where appropriate, of the Coroner must be handed to the Cemetery Registrar with the notice of interment, if possible, and in any case before the interment takes place.
- b) For the interment of a still-born child, a certificate of a Registrar of Deaths or of a Medical Practitioner who was present at the birth or who saw the body after birth must be delivered to the Cemetery Registrar. If no Medical Practitioner was present or saw the body, then a declaration in the prescribed form must be completed and signed by the father or mother of the child or the occupier of the house where the birth took place, or failing these, by the mid-wife or the other person present at the birth.

4. PLACE FOR INTERMENTS

- a) All grave spaces will be selected by the Parish Council acting by the Parish Clerk.
- b) All graves will be dug and filled after interment by employees or agents of the Parish Council.

5. DEPTHS OF GRAVES

- a) A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth of less than three feet below the level of the surface of the ground of the grave space nor shall the cremated remains of a body be interred in a grave in such manner that any part of the casket is at a depth of less than one foot (0.305 m) below the level of the ground of the grave space.
- b) Not more than three interments shall take place in one grave space.
- c) The minimum depth of a grave shall be four feet six inches (1.37 m) for one interment; six feet six inches (1.98m) for two interments, and eight feet six inches (2.03m) for three interments.

6. COFFINS

Coffins only of wood or other biodegradable material will normally be permissible (other materials must be agreed by the Council) and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.

7. HOURS FOR INTERMENTS

- a) The hours for interment in the Cemetery will be between 10 a.m and 3 p.m unless there are special reasons acceptable to the Parish Clerk. Except for special reasons interments will not be allowed on Saturdays, Sundays or Public Holidays.
- b) Not more than one – burial/interment will be allowed to take place at one time.

8. COVERING OF GRAVES

Whenever an interment has taken place the surface of the grave will be covered with turf by employees or agents of the Parish Council as soon as possible after natural subsidence of the earth has taken place. No mounds will be allowed on any grave. Kerb sets and other forms of grave surrounds, including all types of edging materials, protruding above ground level, are not permitted.

9. RE-OPENING OF GRAVES

- a) A body shall not be interred in a grave in which an interment has already taken place unless the coffin containing that body is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than six inches (0.152m) in depth.
- b) Where any grave in which an interment has previously taken place is re-opened for the purpose of making a second or third interment there shall be no disturbance of human remains already interred therein.

- c) Production of Grant or Deed required before re-opening. No grave in which the Exclusive Right of Burial has been purchased can be re-opened without the production of the written consent of the owner or their personal representative, and the Grant.

10. PURCHASED GRAVES

Pre-purchase of graves is permitted at the fee current at the time of application. The Parish Clerk reserves the right to refuse pre-purchase.

11. FLOWERS

- a) The planting of flowers, shrubs and trees is strictly prohibited.
- b) No wreath shall remain on a grave for more than one week. Fresh flowers will be left as long as they remain attractive.
- c) Not more than two flower vases may be placed on a grave and they shall be placed in the centre of the grave space and inserted there so that the tops of the vases are at least two inches below ground level.
- d) The use of glass jars, bottles, plastic containers and artificial flowers is strictly prohibited; statues and wires used to attach décor are dangerous and will be removed promptly. Planter boxes, potted plants, tin cans, toys, pots, candles and any similar items will also be removed without notice. Wind chimes or bird feeders, attached to trees, etc. are not permitted.

12. SEATS

Families may apply to the Parish Clerk for the erection of a seat in memory of a deceased. The design and location shall be determined by the Clerk on behalf of the Parish Council and all purchase, design and maintenance costs, shall be met by the family. Once installed, ownership and future maintenance of the seat shall pass to the Parish Council.

13. PRIVATE WORK

No private work shall be undertaken by visitors to the Cemetery other than general grave or plot tidying. No employee of the Parish Council is to be engaged to execute any private work in the Cemetery.

14. ERECTION OF HEADSTONES AND CROSSES

- a) A memorial in the form of a headstone or a cross (but not both) may be placed at the head of any grave and inscriptions may be placed thereon.
- b) The consent of the Council, acting by the Parish Clerk shall be obtained before any memorial is erected or any inscription may be placed thereon.
- c) No memorial shall exceed three feet in height (0.914m), measured from ground level, nor shall it be more than two feet wide (0.609m) and it shall have a thickness of not less than three inches (0.076m) but not more than six inches (0.152m)

- d) Every memorial shall be firmly fixed in the ground on an approved foundation which shall be wholly below ground level. Details of the foundation and fixing shall be provided at the time of seeking consent.
- e) All the materials used in the construction of a memorial shall be of good quality and description otherwise they will be rejected. A memorial in the form of a cross may be constructed of wood provided that only approved hardwood shall be used for this purpose.
- f) No memorial shall be constructed of bricks and plaster, Bath, Caen, or other soft stone, zinc, iron, or any metal.
- g) No memorial shall be removed from the Cemetery except with the consent of the Parish Council acting by the Clerk.

15. CONVEYANCE AND REMOVAL OF MATERIALS ETC

All boards, tools and other material or plant required in the erection of memorials, shall in the Cemetery, be conveyed by hand or on carts or trucks the wheels of which must have a tyre width of not less than four inches (0.102m) At no expense to the Parish Council all such equipment, materials and any spare soil shall be removed from the Cemetery immediately on completion of the erection of a memorial and, while the work remains unfinished, at the end of each week. Care must be taken to avoid cutting up or injuring the roads, paths or grassed areas in the Cemetery. All work in connection with memorials and any necessary reinstatement arising from there from shall be done to the satisfaction of the Parish Clerk.

16. REMOVAL OF RUBBISH AND SURPLUS MATERIALS

Every person engaged in any work or labour in or upon any grave or memorial in the Cemetery shall, immediately on completion thereof, clear up and remove from the Cemetery any rubbish or surplus materials remaining after completion. If any person, after receiving one day's notice from the Cemetery Superintendent, neglects or fails to comply with this requirement the rubbish or surplus materials will be removed by the Clerk and any person who so neglects or fails shall on demand repay the Parish Council the cost incurred on the removal.

17. TOUTING, ETC.

No person shall, within the Cemetery, tout for or solicit orders, exhibit designs or distribute business cards nor shall any person take measurements of, photograph, or copy any memorial in the Cemetery unless the written permission of the owner of the memorial is first produced to the Parish Clerk.

18. NO GRATUITIES

No employee of the Parish Council is permitted to undertake grave maintenance work independently of the Council or to receive gratuities of any kind.

19. CHILDREN

Children under the age of twelve years shall not enter or be taken into the Cemetery except under the charge of a responsible person.

20. OFFICERS

The duties of a Cemetery Registrar and Cemetery Superintendent shall be performed respectively by the holders of the post of Clerk to the Parish Council.

**DROXFORD CEMETERY
SCALE OF FEES**

In determining whether the fees payable are at resident or non-resident rate the last permanent address of the deceased will be used. If a long-term resident of the Parish has been accommodated in a care/nursing home outside of the Parish prior to the date of death then resident fees may be applied at the discretion of the Parish Clerk.

1. INTERMENTS (INCLUDING LABOUR CHARGES)

a) For the interment of the body of –	
(i) A still born child	nil
(ii) A child whose age did not exceed twelve years	nil
(iii) A person whose age exceeded twelve years	£250
b) For the interment of a casket containing the cremated remains of any person	£200
c) For any interment at a depth exceeding four feet six inches- each additional foot	£ poa

2. GRANT OF EXCLUSIVE RIGHT OF BURIAL FOR 99 YEARS

Double grave plot	£875
Single grave plot	£700

3. PRE-PURCHASE OF GRAVE PLOT

a) To reserve a double plot	£875
b) To reserve a single plot	£700
c) Transfer of Burial and Memorial grants	£ 50

4. MEMORIALS

a) For the right to erect a memorial and to put an inscription thereon	£150
b) For each inscription after the first one	£nil

5. EXHUMATIONS

For exhuming a body – charges on application

6. CEMETERY REGISTRAR'S FEES

a) For searching the Register of Burials (per hour)	£20
b) For each certified copy of an entry per hour	£20

DROXFORD CEMETERY

INTERPRETATION

- Applicant – a person other than a funeral director who wishes to arrange a funeral
- Burial (interment) – to place in a grave.
- The Council –Droxford Parish Council
- Funeral Director – any person carrying out the arrangements for interment on behalf of the relatives of the deceased.
- Memorial – any gravestone, tomb, monument, cross, flagstones, kerbing or other monumental work that serves as a memorial of a person or persons buried.
- Grave – a burial place formed in the ground excavation without any internal wall, brickwork or stonework or any other artificial lining.
- Grave space – the area of land in which a coffin has been or will be buried.
- Grantee and or Owner – the person who has the Exclusive Right of Burial in a grave, or the person or persons deriving title under him or her.
- Resident – a person residing within the Parish of Droxford.
- Scale of charges – means the scale of charges in force for the use of the cemeteries.

The above fees under Article 15 (1) of the Local Authorities' Cemeteries Order 1977 were agreed at a meeting of Droxford Parish Council held on 8 December 2016.