

# Shildon Town Council



## West Road Cemetery Information Booklet



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## GENERAL INFORMATION

The Cemetery was opened in 1922 with the Cemetery Extension opening for burials in July 2005.

Shildon Town Council is responsible for the management and maintenance of the cemetery and is keen to ensure that the needs of mourners and future visitors to the cemetery are catered for as sympathetically as possible.

Registers are kept in the cemetery office and may be referred to in the event of any difficulty in locating a plot. Please note that the cemetery office is not permanently staffed.

In the absence of staff at the cemetery, enquiries can be made at the Town Council Offices, Civic Hall Square, Shildon, Co. Durham during the following hours:

Monday to Thursday 9.00am - 5.00pm  
Friday 9.00am - 4.30pm

Tel: 01388 772563  
Fax: 01388 775227  
E-mail: council@shildon.gov.uk

Cemetery Opening Hours are:

### **April - September**

Monday – Thursday	8.00am – 3.45pm	<b>Pedestrian access only after 3.45pm</b>
Friday	8.00am – 3.15pm	<b>No access after 3.15pm</b>
Saturday	9.00am - 7.00pm	<b>No access after 7pm</b>
Sunday	9.00am - 7.00pm	<b>No access after 7pm</b>

### **October - March**

Monday - Thursday	8.00am – 3.45pm	<b>No access after 3.45pm</b>
Friday	8.00am – 3.15pm	<b>No access after 3.15pm</b>
Saturday	9.00am - 4.00pm	<b>No access after 4.00pm</b>
Sunday	9.00am - 4.00pm	<b>No access after 4.00pm</b>

Dogs should be kept on a lead at all times whilst visiting the Cemetery

### **Removal of Wreaths and Flowers**

Grant Holders are requested to remove any wreaths or flowers that were placed on a grave after the funeral as soon as they become wilted. Cemetery staff, at the direction of the Superintendent, may dispose of any obviously dead wreaths or flowers that have not been removed.

### **Unauthorised Memorials, Stones, Gravel, etc**

Any unauthorised stones or gravel or similar such items will be removed from the grave immediately and without notice. These items will be kept in the cemetery area for a period of 30 days. If not collected within this time any such items will be disposed of by the Council without further notice.

### **Turfing or Seeding of Graves**

Turfing or seeding of plots will be carried out by cemetery staff following a period of settlement, usually after twelve weeks, during which time the grave will be topped up with soil as necessary. However, settling of some graves may take longer than twelve weeks, depending on the weather and ground conditions.

Any plants or items found on the area to be seeded will be carefully relocated to the designated area at the head of the grave plot.

You are respectfully advised that it is the Council's intention to turf all plots for maintenance purposes. Once grass seed or turf have been sown or laid you are not permitted to dig over the grave.

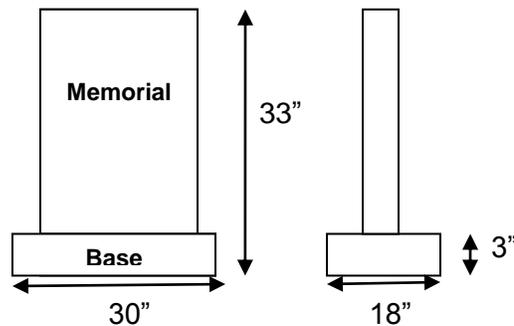
Cemetery Staff will turf/seed plots under instruction, according to the paperwork received from the Funeral Directors which states whether the family want the plot grassed or not after burial. Where grassing over is not requested, maintenance of the grave plot is the responsibility of the plot holder. If the plot subsequently becomes overgrown or in an unacceptable state that makes the cemetery untidy, notice of action will be tagged on the plot. No adornments or planting is allowed outside of the adornment area. (see Adornments section)

### **Memorial Headstones**

It is often difficult to make a decision in times of distress; you may wish to wait a while before organising a memorial. When the time is right it is advisable to contact two or three monumental masons and obtain written estimates, which should cover all of the costs involved.

Each grave has an area of 30" (approx 76cm) x 18" (approx 46cm) to accommodate a memorial which should not exceed 33" (approx 84cm) in height (including base). In most cases this area is left undisturbed by the excavation process.

Each grave (children section) has an area of 20" (approx 51 cm) x 10" (approx 25.5 cm) to accommodate a child's memorial which should not exceed 24" (approx 61 cm) in height (including base).



A memorial that is to be placed between two grave plots should not exceed 43" (approx. 109 cm) base. Other measurements as above.

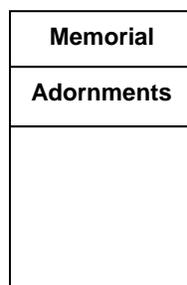
Each cremated remains plot has an area of 18" (approx 46cm) x 2 ft (approx 61cm) (flat, sloped or upright) to accommodate a headstone. Upright headstones are not to exceed 19" (approx 48 cm) in height including the base. No planting is allowed.

Shildon Town Council is a member of the British Register of Accredited Memorial Masons (BRAMM) and only allow Memorial Masons that are members/ registered with BRAMM to erect headstones within the cemetery.

Kerbside surrounds are not permitted

Adornments (Personal Effects)

Adornments are only permitted within a personalisation area of 30" (76cm) x 18" (46cm) at the base of the memorial. This area will be the responsibility of the plot holder to maintain.



The personalisation area for a child grave (up to the age of 16) is not subject to any limitation.

Solar lights are not permitted in any part of the cemetery.

The Town Council reserves the right to clear any plants, trees or personal effects outside of the

designated area which will be stored for 30 days.

No tools or equipment to be left behind headstones.

### **Maintenance of Memorials**

The owner of the grant of grave space is responsible for ensuring that the memorial is kept in a good state of repair and shall also be responsible for removing the memorial to give access for re-opening of the grave should the need arise. If action has to be taken to make safe any memorial due to lack of maintenance or inadequate installation, then the Council may take steps to recover any costs incurred from the grant holder.

### **Grave Planting**

Planting should be limited to annual bedding plants or bulbs at the head of the grave within the personalisation area. The planting of trees, conifers, roses, bird tables, edging, fencing and high growing shrubs **is not** permitted. The Council will remove these items without notice and will be stored for 30 days

### **Memorial Seats**

At present the Council does not allow the erection of memorial seats in the cemetery.

### **Adoption of Trees**

At present the Council does not allow trees to be adopted as memorials.

### **Maintenance of Cemetery**

Cemetery staff may not be able to cut/strim the grass around memorials or graves if items such as ornaments are placed on a grave in a manner that prevents maintenance or which may lead to damage if access is restricted.

### **Insurance**

The cost of repairs to, or replacement of, memorials can be expensive; you may wish to consider taking out insurance to cover accidental damage, theft or vandalism.

### **Additional Inscriptions**

Additional inscriptions to memorials can be made by contacting a memorial mason, who will submit your application to the Council for approval.

### **Change of Address**

It is very helpful when trying to contact the owner of memorials that current addresses are available to the Council. If you change address please advise the Council.

Notices will be displayed on the Noticeboard within the Cemetery regarding unsafe memorials.

### **Security**

The Town Council cannot accept responsibility for the security of, or damage to any memorial, flowers or adornments placed in or on the grave.

### **Traffic**

The road is not wide enough to allow 2 cars to pass. If you are able-bodied please leave your vehicle outside the Cemetery and walk.

If you need to bring your vehicle in, please be considerate and park it where you do not prohibit another vehicle from passing. Parking on grass verges is prohibited.

### **Toilets**

There is a ladies and gents toilet located behind the Cemetery office.

### **Waterpoints**

There is one water tap located by the Cemetery office.

