



Buckingham Town Council Brackley Road Cemetery

Buckingham Town Council welcomes all visitors to Brackley Road Cemetery

Please respect the peace and dignity of the facility

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**Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Bucks
MK18 1JP**

**Email: cemetery@buckingham-tc.gov.uk
Telephone: 01280 816801**

1 General Information

- 1.1 Brackley Road Cemetery was opened in the 19th Century and has provided a burial place for the residents of Buckingham for over 150 years.

In 2005 Buckingham Town Council took over responsibility for the management and maintenance of the Cemetery. We are committed to improving the Cemetery and ensuring that it is a well-maintained and suitable resting place for loved ones.

1.2 General Enquiries

In the first instance, all enquiries should be made to Buckingham Town Council offices at The Buckingham Centre, Verney Close, Buckingham, Bucks. MK18 1JP(Tel: 01280 816801 or Fax: 01280 816426). Detailed plans and registers are kept in the council offices and information may be sought during office opening hours, which are Tuesday -Thursday 9:30-5:00 and Friday 9:30-3:00.

1.3 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 without delay.

1.4 Service Standards

The Council would value any comments you may have which could assist us to improve our service in the future.

1.5 Currency of information

All information within this document is correct at the time of printing. Changing legislation and circumstances may, however, cause future revisions to be made (identified by the version date at the bottom of each page) and these will be binding on all Deed holders.

In addition, the Council can accept no responsibility for errors or changes to the contact details provided at Appendix A and Appendix B, which are provided for general assistance only.

2 Brackley Road Cemetery site information

2.1 Location

The Cemetery is located at Brackley Road, Buckingham **MK18 1JA**, near the edge of the town and opposite Pateman Close.

2.2 Opening Times

The Cemetery is open to the public daily from dawn to dusk, with access through the main gates. The Council reserves the right to close the grounds and limit entry at any time.

2.3 Toilets

There are no toilet facilities at the Brackley Road Cemetery. The nearest public toilets are adjacent to the Kings Head public house, by the Old Gaol in the town centre.

2.4 **Rubbish**

Litter bins and green waste bins are situated around the Cemetery and should be used to dispose of all rubbish except dog waste, which should be removed from the site by dog owners.

2.5 **Dogs**

Dogs must be kept on a lead and under control all times and owners are required to clear up after their dogs.

2.6 **Watering**

Water points are provided for visitors use adjacent to the main entrance and at the entrance of the new extension. **This water is unsuitable for drinking.** Watering cans have been provided and can be found adjacent to the water points, to where they should be returned after use. Please ensure that they are left empty particularly in very cold weather when they can freeze and split.

The addition of pesticides or insecticides to the water, or their use within the Cemetery, is forbidden.

Please also note that at certain times water supplies may be turned off to avoid freezing.

2.7 **Memorial Seats**

The Council can arrange for the purchase and installation of memorial seats, costs of which are available on request.

The placement and style of seats is restricted and they may only be placed in certain locations in the Cemetery.

2.8 **Security**

The Council cannot accept responsibility for the security of any memorials, plants, flowers or other items placed on or around graves or memorial benches.

2.9 **Children**

Families with children are most welcome to visit the Cemetery, but children must be kept under close supervision at all times.

2.10 **Code of Conduct**

Whilst visiting Brackley Road Cemetery please do:

- be aware that funerals may be taking place within the cemetery
- treat other people in the Cemetery with the utmost respect
- treat the cemetery, graves and memorials with respect

Whilst visiting Brackley Road Cemetery, please do not:

- behave in a noisy, disorderly, or indecent manner, be intoxicated or drink alcohol, play any game, or use any abusive language

- damage or destroy any tree, shrub, plant, headstone, memorial vase, plaque, seat or any other property within the cemetery
- ride a bicycle, motorbike or drive any motor vehicle other than those authorised by the Council or which is attending funerals
- obstruct any officer or any other person employed by the Council in the execution of their duties
- allow dogs to foul in the burial ground.

3 The Burial Process

3.1 Exclusive Right of Burial

The exclusive right of burial for a period of 99 years may be purchased, either at the time of submitting a notice for an interment, or for future use. Burial spaces may be purchased either by residents or non-residents of Buckingham, but please note that non-residents of Buckingham will be subject to higher charges. After the 99 year period the exclusive right of burial may be renewed by the then owner of the right, for which a renewal fee will be payable and the new grant will be subject to the burial regulations then in place.

For the purposes of this document, “Resident of Buckingham” is defined as a person living in the civil parish of Buckingham at the time of death, or a person who has lived in the civil parish of Buckingham within the last five years, or the owner of a pre-purchased burial plot.

There may be other circumstances in which a person might be deemed a resident of Buckingham, but these are exceptional and each such application in this respect will be considered on its merits by the Town Council.

The selection of grave spaces shall be determined by the Council which will, where possible, take into consideration the purchasers’ wishes.

Please refer to **Appendix C** for our current list of charges.

3.2 Interments

Prior telephone booking is required for every interment and this must be confirmed in writing on the Notice of Interment.

Notice of Interment must be given on the Council’s printed form and must be completed in full. Responsibility for any errors or omissions rests with the person submitting the Notice. The Notice of Interment must be received by the Council at least three clear working days before the date of interment, unless for religious reasons and agreed with the Buckingham Town Council office. All charges and fees connected with the interment shall accompany the Notice of Interment and cheques should be made payable to “Buckingham Town Council”

Failure to complete the Notice of Interment correctly or within the time specified may lead to a delay in interment and an increase in fees payable.

Please note, for burial interments it may be necessary to temporarily store soil on adjoining graves.

3.3 Certificate for Burial or Cremation

The Certificate for Burial or Cremation, issued by the Registrar of Births and Deaths, must accompany the burial cortège and will be inspected at Brackley Road Cemetery upon arrival. Burials and cremations cannot take place without such certificates.

3.4 Existing Earthen Graves

Where the interment involves re-opening an existing grave, it will be necessary for the person giving notice to produce the Deed of Grant of exclusive right of burial. Where the name on the deed differs from the name of the person giving notice, a letter will also be required from the Deed Owner authorising the prospective interment in that grave space.

The removal of any monument, headstone, vase or similar structure from a purchased grave to permit the interment shall be carried out to the order of and at the risk and expense of the person requiring the burial, and in good and sufficient time for the grave to be opened by the Council.

The memorial and its foundations should be removed from the Cemetery in its entirety during this time.

Monuments, headstones, vases or similar structures removed to permit grave re-opening shall be replaced by and at the risk and expense of the Deed Owner as soon as practicable after the interment has taken place.

3.5 Grave care in advance of burial

In the event of poor ground conditions (eg flooding or subsidence), it will sometimes be necessary in the interests of health and safety to delay the interment of remains into a grave until after mourners have left the burial ground.

Should this be the case, every effort will be made to notify funeral directors and families in advance but, if advance notice is not possible, notification will be given to the funeral cortège on its arrival at the burial ground.

Burial Ground staff will prepare the grave in accordance with the joint guidance issued by the Institute of Cemetery and Crematorium Management and the Society of Local Council Clerks.

3.6 Grave care immediately following burial

Back-filling of graves will not normally begin until mourners are making their way out of the Burial Ground. Graves are then left slightly mounded to allow for settlement, and flowers delivered at the time of the burial will be carefully placed on the grave by Burial Ground staff upon completion of back-filling.. No memorials may be placed upon the grave within 6 months unless prior written agreement is received from the Council (this does not include the interment of ashes).

3.7 Lost Deed of Grant

Where a Deed of Grant has been mislaid, it will be necessary for the person giving notice of the interment to provide proof of their identity and, if that person is not the Deed Owner, to provide a letter of authorisation from the Deed Owner.

Where the Deed Owner is the deceased, authority for the interment is presumed by Section 10(6) of the Local Authorities Cemeteries Order 1977. In such cases, the next-of-kin and other close relatives are advised to agree who should take the assignment (or transfer) of the Exclusive Right. A charge is payable for this service – please see **Appendix C** (prices subject to change).

3.8 Hours of Interment

	April to September	October to March
Monday to Friday	10.00 am to 4.00 pm	10.00 am to 3.00 pm
Weekends and Bank Holidays	By special arrangement only	

Immediate burials are allowed only on the grounds of public health.

3.9 Religious Arrangements or Arrangements with the Minister

The remaining grave spaces in Brackley Road Cemetery are un-consecrated. Those persons having charge of the funeral and requiring their site to be blessed or consecrated are responsible for making the necessary arrangements. Although the Council takes no responsibilities in such matters, prior agreement from the Council must be sought.

3.10 Funeral Cortèges

Whilst in the Cemetery, all funeral cortèges shall be subject to the direction of the funeral director. Musicians accompanying a funeral are welcome; however, to ensure disruption is not caused to other visitors, prior consent of the Council will need to be obtained.

3.11 Scattering of Ashes

Loose scattering of ashes is not permitted anywhere in the Cemetery. Ashes may be scattered in a specially prepared grave, or interred in an appropriate container.

4 Memorials

4.1 Burial Plots

All headstones must have maximum dimensions which should not exceed 75cm high x 60cm wide x 10cm deep (30 x 24 x 4 inches).

A base for the headstone may be placed, to accommodate no more than two flower holders, in front of the headstone if desired, its upper surface being level with the ground. This should be no greater than 60cm wide x 21cm deep x 5cm high (24 x 8 x 2 inches).

As long as these parameters are complied with, the design of the headstone can be tailored to personal requirements (please see paragraph 4.3 **Memorial Approval** below).

4.2 **Cremation Plots**

Plots for cremated remains can have a maximum dimension of 46 cm x 46 cm (18 x 18 inches). Memorials must be laid flat and level with the upper surface level to the ground and be no more than 46cmx30cm (18x12 inches).

Where space permits, immediately adjacent Cremation Plots will be available for the cremated remains of two or more people.

4.3 **Memorial Approval**

In order to ensure a better service for the purchaser and a generally higher standard of memorials, from November 2009 only BRAMM registered memorial masons will be allowed to work in the Cemetery.

No memorial shall be erected anywhere within the Burial Ground except within a burial plot for which the exclusive right of burial has been granted.

An application for permission to erect a memorial shall be made on the Council's form and shall contain a dimensioned drawing or illustration of the proposed memorial and a copy of the proposed inscription. This form should be submitted to the Council and be accompanied by the appropriate fee. No memorial shall be permitted unless written permission has first been obtained from the Council.

The grave number and the memorial mason's name must be engraved on the reverse of the memorial, prior to it being erected. A copy of every additional inscription must be submitted to the Council for written consent before the work is commenced.

In giving approval for a memorial the Council will consider the safety of the design and whether it could cause offence.

4.4 **Grave Aftercare and Memorials**

Newly dug graves will be top-filled and seeded once the ground has settled, which is usually twelve weeks after the burial date (subject to weather and ground conditions). Memorials should not be placed on a grave for the first six months following an interment (this does not include the interment of ashes).

4.5 **Memorial Masons**

Memorial masons are able to give help and advice on the size and type of headstone. Once a suitable memorial has been chosen, the monumental mason will require the grave number and deed number before its details will be submitted to the Council for approval.

The memorial mason must contact the Council to arrange an appropriate time for the memorial to be installed.

4.6 **Additional Inscriptions**

Additional inscriptions to memorials may be arranged by contacting a memorial mason, who will submit the application to the Council for approval. The mason will require the grave number and the grant number before they can submit the application

4.7 **Temporary Wooden Markers**

The Council, at its discretion, will allow a wooden marker to be placed on a grave following an interment, for identification purposes. A wooden marker of no more than 30cm high 30cm wide (1ft x 1ft) is permitted for a period not exceeding six months. The Council reserves the right to remove wooden markers from the Burial Ground after this time.

The Council will consider the safety of the wooden marker design and whether it could cause offence.

4.8 **Kerb Edging.**

Kerb edging is allowed to be erected around graves in the cemetery. Permission from the Town Council must be obtained for the installation of kerb edging by following the memorial approval guidance in section 4.3.

The permitted size for a single plot kerb set is 6'6"x2'6" (2mx76cm). Double plot kerb edging is permitted but must be discussed with the cemetery manager before approval is sought as there are different constraints depending on location within the cemetery.

4.9 **Maintenance of Memorials**

The grave Deed Owner 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 the Council has to repair or make safe any memorial, for whatever reason including but not limited to lack of maintenance, inadequate installation or vandalism, the Council reserves the right to recover any costs incurred from the Deed Owner.

If a kerbed memorial is placed then the grave Deed Owner is responsible for maintaining the space inside the kerbs.

4.10 **Removal of Memorials**

From time to time it may be necessary for the Council to temporarily remove a memorial to allow excavations of an adjacent grave. The Council will endeavour to contact the Deed Owner before such work commences but, if this proves impossible, the work will be authorised without advice to the Deed Owner.

The costs in such circumstances will be borne by the Council.

5 Tributes – Floral and other

5.1 **Planting of graves**

Planting on graves is permitted. The planting of trees and large shrubs is forbidden, and planting at the rear of headstones or to the sides of cremation tablets is not permitted due to its impact on other burial plots.

The maintenance of this area and immediately around the headstone or tablet is the responsibility of the Deed Owner.

5.2 **Vases and other Plant Containers**

Vases and plant containers may be placed on individual graves. Due to health and safety considerations, such containers must not be of breakable materials. In this context, “breakable materials” are construed as glass, china, ceramic, terracotta etc. When assessing the potential breakability of items, the Council will always take a more cautious approach.

Any ornaments/containers must be kept off any grass areas to allow for grass cutting placing the items on a slab or having them sectioned off using edging is recommended.

Any containers etc construed as being “breakable” shall be removed by the Burial Ground staff and held at the Town Council offices. The Deed Owner will be notified of its removal, and if the item has not been collected after a period of three months, it will (as appropriate) either be donated to a charity or destroyed. In implementing this policy, the Council will not be held responsible for any loss or damage to items removed.

Other items that could cause problems for site maintenance such as stones, gravel or shells (which could get caught in or projected by mowing machinery) are not permitted and will be removed from the grave site.

Free standing stone vases are permitted but must be located within the planted area in front of the headstone, or to the rear of a cremation tablet. They should measure no more than 23cm x 23cm or (9 x 9 inches) for headstones, or 16cm x 16cm or (6 x 6 inches) for cremation plots. A maximum of two free standing vases are permitted – please bear in mind that these will take up the majority of the planted area.

5.3 **Tributes – Floral**

Floral tributes left at the time of the funeral will be removed by the Burial Ground staff once they have become wilted.

Visitors are requested to remove any wreaths or flowers placed on a grave as soon as they become wilted, otherwise they will be removed by the Burial Ground staff.

5.4 **Tributes – Other**

Ornaments and toys may be left on graves, at the Council’s discretion. Items which are offensive or disrupt the peace (wind chimes for example) will be removed by the Burial Ground staff. The Deed Owner will be notified of its removal, and if the item has not been collected after a period of three months, it will (as appropriate) either be donated to a charity or destroyed. In implementing this policy, the Council will not be held responsible for any loss or damage to items removed.

6 Glossary of Terms

“The Council” means Buckingham Town Council

“The Cemetery” means Brackley Road Cemetery, Buckingham

“The Deed Owner” means the person who legally owns the plot, (ie the name of the person that appears on the deed of ownership)

“Memorial” means any headstone placed on or laid over or upon any grave space

“The Clerk” means the Town Clerk of the Council or any person for the time being authorised by the Council to act on their behalf

“Parishioner” means those living within the parish of Buckingham only

“Burial Ground Staff” means employees or agents of Buckingham Town Council.

7 Application Forms and other Relevant Documents

Right of Burial Deeds

Memorial Application Form

Statutory Declaration for Right of Burial

Application for Interment

Assignment of Right of Burial

Application for purchase of Exclusive Rights of Burial

Change of Address Form

If none of the above applies, please contact Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, Bucks. MK18 1JP (Telephone 01280 816801 or email cemetery@buckingham-tc.gov.uk)

Disclaimer: Whilst every effort is made to ensure accuracy, Buckingham Town Council cannot in any circumstances accept responsibility for errors, omissions or advice given in this publication

Appendix A

Arranging a Funeral – Some helpful advice

Most people choose to entrust their funeral arrangements to a professional funeral director.

Choosing a Funeral Director

- 1 Ask for a detailed description of costs and a price list when getting a quote.
- 2 When seeking a quote by telephone, ask for it to be confirmed in writing.
- 3 Try and get quotes from more than one company.
- 4 Check whether the Funeral Director is qualified and holds the diploma in funeral directing (Dip.Fd.) or a certificate in funeral practice (Cert.F.P).
- 5 If you have doubts, find out whether they are a member of any of the trade associations:
National Association of Funeral Directors (NAFD)
The Society of Allied and Independent Funeral Directors (SAIF)
The Funeral Standards Council (FSC).

What Does a Basic Funeral Consist of?

NAFD and SAIF state that a “simple, basic funeral” should comprise:

- 1 Making all necessary funeral arrangements and providing professional advice.
- 2 Removal of the deceased to a suitable resting place.
- 3 Provision of a simple, veneered coffin and conveyance by hearse direct to a local cemetery or crematorium.
- 4 Providing the funeral director and all necessary staff.
- 5 All necessary disbursements.

Planning a Funeral Service

Some Useful Facts

- 1 There is no legal requirement to have any kind of funeral ceremony at all.
- 2 There are no legal statutes governing what form any ceremony should take.
- 3 You are not required to use a clergyman.
- 4 The funeral service does not have to be in a licensed building (unless you want an Anglican service in England).
- 5 You are not required to use a coffin (but may be required to use one by local bylaws if using an official cemetery or crematorium).

If you would prefer a Green, Alternative or DIY Burial more advice can be sought from your funeral director or from the Natural Death Centre (Telephone 0207 359 8391) or from A B Welfare and Wildlife Trust (Telephone 01423-530900 / 868121).

Appendix B

Charities and Counselling Services to help the bereaved

Age Concern

Tel: 0208-765-7200

www.ageconcern.org.uk

Fact sheets and info on all aspects of death and bereavement

Asian Family Counselling Service

Tel: 0208-571-3933 Provides support and advice to the bereaved.

Association of Burial Authorities

Tel: 0207-288-2522 Represents the interests of organisations engaged in the management and operation of burial grounds.

British Association for Counselling

Tel: 0870-443-5252 Provides details of counselling organisations and services

Bereavement Register

Tel: 0870-600-7222 Supplies name of recently deceased to mail order companies to halt unwanted mail

British Holistic Medical Association

Tel: 01273-725951 Self-help tapes and relaxation techniques

British Humanist Association

Tel: 0207-079-3580 Info on non-religious funerals.

British Organ Donor Society

Tel: 01223-893636 Information, general enquiries and support for donor and recipient families.

Buddhist Hospice Trust

Tel: 01983-526945 Emotional support and spiritual help. Open to Buddhists and non-Buddhists.

Child Bereavement Trust

Tel: 01494-446648

www.childbereavement.org

Provides support and counselling for bereaved families

Cancer BACUP Tel: 0808-800-1234

www.cancerbacup.org.uk

Provides information and support to people affected by cancer.

Cruse Bereavement Care

Tel: 08701-671677 Promotes the well being of bereaved people and provides help in understanding grief and coping with loss.

Citizens Advice

Tel: 01444-241252 Advice about death, bereavement and financial matters

Cremation Society of Great Britain

Tel: 01622-688292/3 Provides information on your nearest crematorium and advice on what to do.

Infant Deaths – Helpline

www.sids.org.uk

Lesbian & Gay Bereavement Project

Tel: 0208-8455-8894 Provides support and advice to the bereaved.

Jewish Bereavement Counselling Service

Tel: 0208-3851874

jbcsc@jvisit.org.uk

Counselling services for the Jewish faith

Miscarriage Association

Tel: 01924-200-799

www.the-ma.org.uk/

Information and support for those faced with pregnancy loss.

National Association of Memorial Masons

Tel: 01788-542264

www.namm.org.uk/

Provide a list of members and a code of practice

National Association of Bereavement Services

Tel: 0207-709-9090 Support and information for bereaved people

National Association of Funeral Directors

Tel: 0845-2301343 Provide information and advice on Funeral Directors

National Society of Allied and Independent Funeral Directors

Tel: 0845-2306777 Provide information and advice on Funeral Directors

Roadpeace

Tel: 0181-964-9353 National charity for road traffic victims.

Stillbirth and Neonatal Death Society

Tel: 0207-436-5881

www.uk-sands.org

Provides support and information for bereaved parents, family and friends.

Samaritans

Tel: 0845-790-9090

www.samaritans.org.uk/

Available at any hour to befriend people facing a personal crisis, including bereavement

Unitarian Churches Tel: 0207-240-2384

www.unitarian.org.uk/

Provides ministers and lay officials able to conduct personalised funerals without dogma

Churches Together 0207-654-7254

info@ctbi.org.uk

Deals with all the topical issues on churches and various religions.

All information within this section is correct at time of printing. It is by no means exhaustive and other advice and counselling services are available.

If you have any information which could be added to this section, the Town Council would welcome your recommendations.

Buckingham Town Council

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Verney Close

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MK18 1JP

Email: cemetery@buckingham-tc.gov.uk

Telephone: 01280 816801