



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

ENVIRONMENT
COMMITTEE

Wednesday, 10 April 2024

Councillor,

You are summoned to a meeting of the Environment Committee of Buckingham Town Council which will be held on Monday 15th April 2024 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSIfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To agree the minutes of the Environment Committee meeting held on 19th February 2024.

[Copy previously circulated](#)

4. Budgets

To receive the latest figures. Please note these are not the final end of year figures as payments are still being processed.

[Appendix A](#)



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports, or other information. To do this, send a request using the contact details set out above.

5. Lost Property Policy review

To receive a report from the Estates Administrator.

[E/192/23](#)
[Appendix B](#)

6. Happy to Talk Bench

To receive a report from the Estates Administrator.

[E/193/23](#)

7. Interactive trail – request from Buckinghamshire Council

To receive a report from the Deputy Town Clerk.

[E/194/23](#)

8. Climate Emergency Action Plan

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix C](#)

9. Action report

To receive the report and note the updated information.

[Appendix D](#)

10. Brackley Road Cemetery

11.1 Handbook annual update - to receive a report from the Estates Manager.

[E/195/23](#)
[Appendix E](#)

11.2 Commonwealth War Graves Commission Tours – to receive a report from the Estates Administrator.

[E/196/23](#)

11.3 Memorial Safety Inspections Ext1 – to receive a report from the Estates Administrator.

[E/197/23](#)

11. News releases

12. Chair’s announcements

13. Date of next meeting: Monday 10th June 2024.

COMMITTEE IN PRIVATE SESSION

Exclusion of public and press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

14. Railway Walk

To receive a verbal update from the Town Clerk.

To Committee Members:

Cllr. R. Ahmed

Vice Chair

Cllr. A. Ralph

Cllr. F. Davies

Chair

Cllr. A. Schaefer

Town Mayor

Cllr. M. Gateley

Cllr. R. Stuchbury

Cllr. J. Harvey

Cllr. R. Willett

Cllr. L. O’Donoghue

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>ENVIRONMENT</u>							
<u>201 Environment Expenditure</u>							
3995 NI Environment	18,702	20,582	1,880		1,880	90.9%	
3996 Pensions ERS Environment	48,876	57,963	9,087		9,087	84.3%	
4004 Salaries Environment	211,996	230,926	18,930		18,930	91.8%	
4112 Environment Equipment	8,523	10,260	1,737		1,737	83.1%	
4168 Defibrillators	223	518	295		295	43.1%	
<u>202 Roundabouts Income</u>							
1051 Roundabout no. 1	2,576	2,576	0			100.0%	
1052 Roundabout no. 2	1,373	1,373	0			100.0%	
1053 Roundabout no. 3	0	2,254	2,254			0.0%	Roundabout Sponsorship still available
1054 Roundabout no. 4	2,594	2,872	278			90.3%	
1056 Roundabout no. 6	765	3,060	2,295			25.0%	Roundabout Sponsorship Jan – Mar 24
1057 Roundabout no. 7	1,561	1,561	0			100.0%	
<u>202 Roundabouts Expenditure</u>							
4108 Roundabout	888	2,110	1,222		1,222	42.1%	
<u>203 Maintenance Expenditure</u>							
4082 Allotments	2,101	2,101	0		0	100.0%	
<u>204 Devolved Services Expenses income</u>							
1017 Devolved services income	22,881	20,992	(1,889)			109.0%	Received more income than anticipated
<u>205 Grounds Maintenance Expenditure</u>							
4033 Waste disposal	4,893	5,610	717	221	496	91.2%	
4035 Machinery	604	2,650	2,046	1,242	804	69.7%	
4036 Fuel (Mower)	1,870	2,300	430		430	81.3%	
4037 Sundries	2,639	2,750	111		111	96.0%	
4063 Vehicle hire and running costs	3,951	7,000	3,049	777	2,271	67.6%	
<u>248 Depot Expenditure</u>							
4013 Equipment purchase	0	4,070	4,070		4,070	0.0%	
4055 Alarm	517	500	(17)		(17)	103.4%	Price Increases
4225 Rates	4,349	4,556	207		207	95.5%	
4601 Repairs & maintenance fund	364	900	536		536	40.5%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
4602 Electricity	1,481	2,000	519		519	74.0%	
4603 Water	350	550	200		200	63.7%	
<u>249 C Meadow Toilets/Shopmobility Income</u>							
1085 Shopmobility income	516	200	(316)			258.2%	Received more income than anticipated
<u>249 C Meadow Toilets/Shopmobility Income</u>							
4602 Electricity	0	600	600		600	0.0%	
4603 Water	0	600	600		600	0.0%	
4608 Shopmobility	774	1,250	476	402	74	94.1%	
4612 Contractor charge	9,579	10,560	981		981	90.7%	
4709 Maintenance	1,162	600	(562)		(562)	193.7%	Unexpected electrical works to lights and sensors
<u>250 Lace Hill Income</u>							
1026 Lace Hill Community Centre	43,075	40,250	(2,825)			107.0%	More income than anticipated
1103 LA Sector VAT Refund	1,584	0	(1,584)			0.0%	Refund of non-business use VAT
<u>250 Lace Hill Expenditure</u>							
4050 Lace Hill playing fields	280	550	270		270	51.0%	
4118 Solar panels	0	380	380		380	0.0%	
4158 Lace Hill gas	5,224	4,202	(1,022)		(1,022)	124.3%	Price increases
4159 Lace Hill electricity	3,274	7,660	4,386		4,386	42.7%	
4160 Lace Hill water	654	385	(269)		(269)	169.9%	Price increases
4161 Lace Hill Repair & Maintenance	4,336	3,707	(629)		(629)	117.0%	Unexpected costs due to heating system repairs
4162 Lace Hill Planned Maintenance	8,902	7,200	(1,702)		(1,702)	123.6%	Unexpected costs due to heating system repairs
4164 Lace Hill equipment	3,023	3,000	(23)	754	(777)	125.9%	Unexpected heating system and CCTV call out costs
4225 Rates	10,354	10,704	350		350	96.7%	
<u>251 Chandos Park Income</u>							
1030 Bowls income	627	627	0			100.0%	
1035 Tennis Court Rent	714	714	0			100.0%	
1102 UG Cable Wayleave Tennis Court	3	0	(3)			0.0%	Unexpected income
<u>251 Chandos Park Expenditure</u>							
4601 Repairs & maintenance fund	7,019	3,780	(3,239)		(3,239)	185.7%	Playground equipment as per minute, S106 to cover *
4602 Electricity	425	1,600	1,175		1,175	26.6%	
4603 Water	2,561	2,120	(441)		(441)	120.8%	Price increases
4606 Bowls Club Maintenance	397	2,120	1,723		1,723	18.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>252 Bourton Park Expenditure</u>							
4601 Repairs & maintenance fund	7,557	8,300	743	650	93	98.9%	
<u>253 Cemeteries Income</u>							
1041 Burial fees	20,497	27,050	6,553			75.8%	
<u>253 Cemeteries Expenditure</u>							
4225 Rates	2,201	1,056	(1,145)		(1,145)	208.4%	This cost has been confirmed as correct
4265 New cemetery maintenance	0	3,500	3,500	3,500	0	100.0%	
4601 Repairs & maintenance fund	3,510	4,445	935	935	0	100.0%	
4602 Electricity	1,387	960	(427)		(427)	144.5%	Price increases
4617 Memorial testing	79	2,156	2,077	2,077	0	100.0%	
4619 Cemeteries Development	32,879	69,647	36,768	36,768	(0)	100.0%	
4620 Expenses for burial duties	3,067	5,510	2,443		2,443	55.7%	
<u>254 Chandos Park Toilets Expenditure</u>							
4612 Contractor charge	9,610	11,810	2,200		2,200	81.4%	
4709 Maintenance	1,195	1,185	(10)		(10)	100.9%	Price increases
<u>255 Railway Walk & Castle Hill Expenditure</u>							
4120 Friends of Groups	0	1,140	1,140		1,140	0.0%	
4709 Maintenance	599	1,096	497	430	67	93.8%	
<u>256 Storage Premises Expenditure</u>							
4066 Grenville Garage Rent	599	765	166		166	78.2%	
<u>258 Cemetery Lodge Income</u>							
1061 Cemetery Lodge rental income	7,667	11,747	4,080			65.3%	
<u>258 Cemetery Lodge Income</u>							
4034 PWLB repayments inc. interest	4,702	4,702	(0)		(0)	100.0%	
4609 Cemetery Lodge maintenance	115	3,105	2,990		2,990	3.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>260 CCTV Income</u>							
1097 Grants Received	4,000	0	(4,000)			0.0%	Grant to cover costs *
<u>260 CCTV Expenditure</u>							
4100 CCTV maintenance	6,500	2,500	(4,000)		(4,000)	260.0%	Grant received to cover costs *
<u>261 Community Centre Expenditure</u>							
4085 Structural repairs	238	15,000	14,762	12,890	1,872	87.5%	
4091 Chamber	1,146	1,051	(95)		(95)	109.1%	Unexpected Chamber door repairs required
<u>262 Parks General income</u>							
1064 Section 106 income	135,439	0	(135,439)			0.0%	S106 to cover playground spends *
1106 LATF Grant Income	2,175	0	(2,175)			0.0%	
<u>262 Parks General Expenditure</u>							
4101 Seats and bins	1,605	1,605	0		0	100.0%	
4102 Dog bins	3,043	9,010	5,967	4,072	1,895	79.0%	
4106 Play area maintenance	23,004	6,966	(16,038)	1,653	(17,691)	354.0%	Covered by S106 *
4122 Tree works	11,643	28,200	16,557	7,885	8,672	69.2%	
4270 Bridges	361	45,000	44,640		44,640	0.8%	
4275 Play area replacement fund	0	5,000	5,000		5,000	0.0%	
4276 Tree wardens	0	1,100	1,100		1,100	0.0%	
4607 SECTION 106	120,300	0	(120,300)		(120,300)	0.0%	Bourton Park Toddler covered by S106 *
Grand Totals:- Income	248,048	115,276	(132,772)			215.2%	
Expenditure	605,632	653,173	47,541	74,256	(26,715)	104.1%	
Net Income over Expenditure	(357,584)	(537,897)	(180,313)				

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>EARMARKED RESERVES</u>							
901 Ear-marked reserves							
9002 Cemetery development	612	52,433	51,821	9,158	42,663	18.6%	
9010 Flood relief fund	0	826	826		826	0.0%	
9011 War memorial	0	2,000	2,000	2,000	0	100.0%	
9019 Memorial testing & Repairs	0	2,000	2,000	2,000	0	100.0%	
9025 Play area replacement	0	52,932	52,932		52,932	0.0%	
9035 Parks Development	11,986	12,230	244		244	98.0%	
9040 Park run	0	89	89		89	0.0%	To be returned to Park Run Buckingham
9050 Bridge Repairs	13,263	13,263	(0)		(0)	100.0%	
9052 Depot equipment	3,785	11,635	7,850		7,850	32.5%	
9053 AEDs	0	555	555		555	0.0%	
9054 Lace Hill repairs & Maintenance	0	25,000	25,000		25,000	0.0%	
9057 Cemetery Lodge repairs	0	5,180	5,180		5,180	0.0%	
9058 Bowls Club Pavilion repairs	0	770	770		770	0.0%	
9059 Making good / boundary repairs	0	45,000	45,000		45,000	0.0%	
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%	
9077 Wildlife Conservation Volunteer	(361)	0	361		361	0.0%	Donation from Railway Walk Group for future wildlife projects
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	29,285	310,913	281,628	13,158	268,470	18.6%	
Net Income over Expenditure	(29,285)	(310,913)	(281,628)				

Buckingham Town Council
Environment Committee
Monday 15th April 2024

Contact Officer: Estates Admin

Lost Property Policy

1. Recommendations

1.1. It is recommended that Members note this report and agree to review the policy in three years and then triennially.

2. Background

2.1. The Town Council wherever possible, and practicable return lost property to its rightful owner. Where it is not possible for the property to be returned to the owner, the Town Council will dispose of the property in a responsible manner and where appropriate that disposal should benefit a local reuse charity.

2.2. Lost Property policy was last agreed in April 2023, since that date the following items have been logged (additional information kept on file):

Item	Date found	Location	How/Where was it disposed/donated
Set of Keys	09/01/2023	Chandos Park	Collected
Bank card	16/01/2023	Bourton Park	Destroyed
Mountain Bike	11/05/2023	Chandos Park	Donated to Furze Down School for refurbishment
Bumbag	17/06/2023	Celebrate Buckingham Day	Collected
Key	18/07/2023	Cornwall's Meadow	Destroyed
Bike	05/08/2023	Bourton Park	Donated to Cycle Saviours for refurbishment
Balance Bike	02/10/2023	Bourton Park	Donated to Cycle Saviours for refurbishment
Bank card	07/11/2023	Bourton Park	Destroyed
Key	07/11/2023	Bourton Park	Destroyed

Hat	23/11/2023	Town Centre	Donated to charity shop
Hearing Aid	12/11/2023	Verney Close	Destroyed
Toy	12/11/2023	Cornwall's Meadow	Donated to charity shop

	Buckingham Town Council Lost Property Policy & Procedure	Date Agreed: 11th July 2022 Minute Number: 114/22 Prepared by: Town Clerk Version: 1
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Buckingham Town Council will, wherever possible, and practicable return lost property to its rightful owner. Where it is not possible for the property to be returned to the owner, the Town Council will dispose of the property in a responsible manner and where appropriate that disposal should benefit a local reuse charity.

Background Information

From time to time items are found on Town Council land such as bicycles, children's scooters etc. There is limited space for these items to be stored and the Town Council acknowledges that there should be a consistent way to deal with these items. This policy and procedure aims to take the following into consideration: limited storage space, limited staffing and a responsibility to reuse and recycle items.

Procedure

1. Items Found

All items that are found are to be recorded and logged. The record should include:

- Item
- Date Found
- Location item was found
- Serial number, identifying marks and description
- Photo
- Date item will be advertised until
- Date item will be donated/disposed
- Where and when it was donated/disposed

The details of any found items that may have an intrinsic value e.g. mobile phone, bicycles will be checked with the local neighbourhood police team and their instructions followed.

2. Advertising the missing item

The item will be advertised on the Town Council's website and the Town Council's Facebook Page for two weeks from the date they are logged on the Council's system.

3. Disposal of the item

If the item is not claimed within two months, then the two methods of disposal available are as follows:

- a. If the item is in poor condition then it should be disposed of responsibly by the Town Council being recycled whenever possible.
- b. If the item is in good condition and has an intrinsic value, then all efforts should be made to donate the item to a local reuse charity (see Appendix A).

4. Accountability

To ensure that items are dealt with in an appropriate manner, a log will be kept by the Estates Team to record information on all items found including date and method of disposal. Log entries will be reported annually at Environment Committee.

Appendix A

Example of local reuse projects:

- Furze Down School. Maintenance Hub
- [Milton Keynes Re-Use Community Project - Reuse MK](#)
- [Home | Florence Nightingale Hospice Charity \(fnhospice.org.uk\)](http://fnhospice.org.uk)
- [Kiln Farm Furniture Shop - Willen Hospice \(willen-hospice.org.uk\)](http://willen-hospice.org.uk)
- [Cycle Saviours | Milton Keynes Christian Foundation \(mkchristianfoundation.co.uk\)](http://mkchristianfoundation.co.uk)
- [Recycle or donate old mobile phones with Oxfam | Oxfam GB](#)

Buckingham Town Council**Environment Committee****Monday 15th April 2024**

Contact Officer: Estates Admin

Happy to Talk Bench**1. Recommendation**

1.1. It is recommended that Members note the report and instruct officers to approach Buckinghamshire Council regarding the bench at the below location.

2. Background

- 2.1. Following discussion at Environment Committee on the 21st February, Members agreed for the office to explore options for implementing a 'chatty bench' scheme, or similar, in Buckingham. It was noted that notices on benches, rather than painted furniture was preferable.
- 2.2. Any Happy to Talk Bench should not be a dedicated memorial bench and should be within easy distance of other benches so that someone wanting to sit down is not forced to sit on a 'happy to talk' bench if they want to be left alone.
- 2.3. The existing benches along Cornwall's Meadow riverside walk are owned by Buckinghamshire Council and are located opposite Heartland's Park and form a popular resting spot for members of our community. The benches are located within the town centre and close to one of the town's care homes and community centres. Planning permission would not be required to install a plaque as it is outside of the conservation zone.
- 2.4. The proposed benches all require refurbishment as are currently in a poor state of repair. It is suggested that the office work with Buckinghamshire Council's Parks Team to install a Happy to Talk plaque on one of the benches closest to the swan statue, following refurbishment.

3. Budget Implications

- 3.1. Should BC agree the proposal in principle, costs will be agreed by a future committee.
- 3.2. A plastic plaque can be designed and ordered from a local design company. The plaque can contain the Town Council's logo, a short explanation of the scheme and a QR link to the County's Council's website on tackling loneliness. [Coping with Loneliness | Care Advice Buckinghamshire](#)

4. Photograph of Proposed Location



Buckingham Town Council
Environment Committee
Monday 15th April 2024.

Contact Officer: Deputy Town Clerk

Interactive Park Trail – Request from Buckinghamshire Council

1. Recommendations

- 1.1. Members agree to give Buckinghamshire Council permission to use Bourton and Chandos Park as a trail location for their public health Love Exploring app.
- 1.2. Members agree to support promotion of the app through the town, including a limited number of posters and banners.

2. Proposal from Buckinghamshire Council

- 2.1. An email has been received from the Public Health team at Buckinghamshire Council who would like to include Bourton Park and Chandos Park in Love Exploring – a free to use interactive walking and exploring app.
- 2.2. The Love Exploring website includes videos that showcase the app: [Love Exploring \(healthandwellbeingbucks.org\)](https://www.healthandwellbeingbucks.org)
- 2.3. The app also includes augmented reality games to find characters eg dinosaurs or butterflies that you can have your picture taken 'with' and interactive quizzes. The activities available on the app change throughout the year. The Council could contribute ideas or local knowledge towards the specific questions and trails used in Buckingham.
- 2.4. They would particularly like to use Bourton Park as a location for a 'mindfulness trail'. *"One of the many reasons Bourton Park was suggested was due to the fact of the river and beautiful surroundings which could make a great mindfulness trail to encourage a moment of peace and calm to all ages accessing the park."*
- 2.5. The app launched in May 2023 and has had just over 2,000 users across the county. Public Health would like to roll the app out to include more locations across the county, including Buckingham. A trail is available for Heartlands Park which was launched over Easter.

- 2.6. The Council is also asked to help support with promoting the trails and app, which could include use of banners, posters, flyers etc at the Council's discretion. These advertising materials would be provided by Buckinghamshire Council.



3. Budget Costs

- 3.1. There would be no costs to agreeing to take part in this project.

4. Environmental Impact

- 4.1. The app encourages children and young families to walk and explore their local area.



Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15th July 2019 Members AGREED:

“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

Objectives

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency are promoted by the council.</p>
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted its first meeting on 22 nd April 2023 @ 10am in Buckingham Library and also attended Celebrate Buckingham to consult on the public's climate priorities.
6.	Host a public meeting on the issue.	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives.



Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
10.	Investigate the environmental impact of Town Council events	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. Noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.



Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	Cycling and walking trails are promoted through the Tourist Information Centre and will be publicised at the Spring Green Fair. The Spring Green Fair 2023 featured a stand from Dr Bike, offering cycle repairs and second hand bike sales.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy

Minute No.	Action	Action Required	Action Owner	Update	Deadline
92/15; 904/15;640/16 ; 309.4/17- 463; 206/18; 126/19	Sports Pitch Provision	Historical correspondence and agreements to be reviewed by the Town Clerk.	Town Clerk	To be reviewed following the new SPD introduction/ with BNDP at this time	With BNDP
884/18	Compliments and Complaints Log	Members AGREED the report be brought back to Environment Committee in six months time in the same format.	Committee Clerk		June
319/20	Lace Hill Doors	AGREED for a report regarding an additional external fire exit door is brought back to the next committee meeting.	Estates Manager	This project will need to be restarted.	Paused
771/20 & 1088/20	Tingewick Road Greenspaces	Members AGREED for the Town Council to take on the green spaces and play areas, provided that Barratts agree a suitable initial payment, and that the development of the green spaces are completed satisfactorily, in line with the agreed plans.	Town Clerk	Offer received and legal team have been instructed to start transfer process	Going through the legal processes
632/22	Rent review Chandos Bowls Club and Tennis Club	Cllr. Gateley Proposed, Cllr. Willett Seconded and Members unanimously AGREED .	Estates Manager	Meeting with Tennis club been held and awaiting one with Bowls Club	Tennis club completed.
70/23 193/23	Bourton Park bridges.	Members agreed to add the bridges to the action list. Cllr. Stuchbury Proposed an explanatory press release regarding the current status of the bridges. Cllr. Harvey Seconded. Member unanimously AGREED .	Estates Manager Deputy Town Clerk	ROW application has been submitted. Quote gathering underway.	Ongoing
192/23	Solar panels - Buckingham Community Centre	A request will be made to the Town Clerk for an update on Community Centre solar panels.	Town Clerk	The alarm issue needs resolving first.	Approval given. Awaits instalation.

Minute No.	Action	Action Required	Action Owner	Update	Deadline
432/23	Pollution	<p>Motion Cllr. Harvey AGREED: This committee therefore resolves to ask the Shire council to reveal all the information it has about vehicular pollution in our town (in the light of the new figures) and ask:</p> <ul style="list-style-type: none"> - what action is being taken to measure road sourced pollution in Buckingham - especially areas near the main roads (A421, A413 and A422) although we understand that there is currently some monitoring taking place. - what their specific plans are to reduce air pollution in our town and - what local action is being taken to mitigate the impact on road sourced pollution on the health of our local population. 	Town Clerk	Letter sent, awaits reply.	Ongoing
439/23	Shrub bed at Community Centre	Members requested that this is added to the action list.	Environment Committee		No current actions
619/23	Motion: Cllr. Gateley	Cllr. Gateley offered to draft a letter to be sent to schools. The Compliance and Projects Manager suggested that the letter is agreed by the office who will approach schools initially to seek engagement.	Town Clerk when draft received.	Letter sent, one reply received so far. Arrangements in progress.	On going
620/23	Cllr. Harvey	Motion from Cllr. Harvey re. yellow friendship benches. The Town Council asks that the Town Clerk bring back a discussion paper to determine where a few of such benches might be created in the green spaces we own and elsewhere in the town (in partnership with the Shire Council).	Estates Manager		On agenda
621/23	Cllr. Stuchbury	Motion carried: That Buckingham Town Council write to Villiers and request that we take ownership of the two benches previously located outside the Old Town Hall. The benches should be placed somewhere appropriate in our town centre for residents to enjoy.	Town Clerk	Paused as Villiers are currently speaking to Members directly.	On going
623/23	Value of trees	Cllr. Stuchbury Proposed that the Estates Manager looks at the system of adding a value to trees.	Estates Manager	Research underway	On going

Minute No.	Action	Action Required	Action Owner	Update	Deadline
627/23	Flooding	Cllr. Stuchbury suggested that we start recording the amount of times that the river is up and floods. Members discussed the importance of keeping an accurate record of the degree of flooding. The Estates Manager will request historic data from the Environment Agency initially.	Estates Manager	Circulated to Members	Completed

Buckingham Town Council
Environment Committee
Monday 15th April 2024.

Contact Officer: Estates Manger

Updates to Brackley Road Cemetery Handbook

1. Recommendations

1.1. Members agree to the following amendments to the Brackley Road Cemetery Handbook.

2. Information

2.1. The proposed amendments are:

Section no.	Addition or Change	Reason/details/Notes
3.1	that the pre-purchase of burial plots is currently suspended	Amended for clarity
3.1.2.	Re-purchase of un-used burial plots	If the owner of a Deed of Grant (Exclusive Right of Burial) decides that they do not wish to use an unused burial plot the Town Council may (but is not obliged to) re-purchase the burial plot from the owner
3.7	Change latest winter burial time from 3:00 to 2:30pm	latest burial time in winter needs to be 2:30pm - so can back fill can be completed safely in daylight
4.1	size of memorial base and level of foundation slab	update and clarify memorial requirements
4.7	Temporary Markers are allowed for up to a year not 6 months	For clarity and to allow for longer as memorials can take longer to obtain
App. C	Updated Fees	updated fees agreed at Oct 2024 meeting



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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1. General Information

1.1. History of the Cemetery

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. There is no administration fee for change of address.

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. A Changing Places facility can be found at the Cornwall's Meadow toilets, next to Shopmobility

2.4. Rubbish

Litter bins and green waste bins are situated around the Cemetery and should be used to dispose of all rubbish including dog waste.

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. The Council is not liable for the maintenance, repair or replacement of any memorial benches.

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, scooter, 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 at the time of submitting a notice for an interment.. 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. .

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.

There is no charge for the burial costs of children under 18. Please refer to [Appendix A and C](#) for more details and our current list of charges.

Please be aware that the pre-purchase of burial plots is currently suspended.

3.1.1. Lost Deed of Grant of Burial

Where a Deed of Grant of Burial (Exclusive Rights of Burial) 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).

3.1.2 Re-purchase of unused burial plots

If the owner of a Deed of Grant (Exclusive Right of Burial) decides that they do not wish to use an unused burial plot the Town Council may (but is not obliged to) re-purchase the burial plot from the owner. Please contact the office for further information regarding this.

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 be provided in advance or 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. Hours of Interment

Day of Interment	Times available: April to September	Times available: October to March
Monday to Friday	10.00am to 3.30pm	10.00am to 2.30pm
Weekends and bank holidays	By special arrangement only	By special arrangement only

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

3.8. 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 burial plot to be blessed are responsible for making the necessary arrangements. Although the Council takes no responsibilities in such matters, prior agreement from the Council must be sought.

3.9. 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.

3.10 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.

3.11. Cemetery Chapel

The building on the right hand side as you enter the Cemetery is a small Chapel that can be used for services prior to burial if so wished, for a small fee. The chapel seats around 32 in pews and has heating, there is a fee for the use of the chapel.

3.12. Burial of pets

The burial of a deceased pet or animal at Brackley Road cemetery is strictly prohibited. (Please contact your local vet who would be able to advise on the best options).

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, This should be no greater than 60cm wide x 21cm deep x 8cm high (24 x 8 x 3 inches). This excludes the foundation slab its upper surface should be level with the ground. Stainless steel ground anchors and dowels to the approved dimensions must be used. Reference can be made to the BRAMM Blue book for guidance.

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) including the base.

Plots in Garden of Rest 2 and 3 can only accommodate one ashes interment.

4.3. Memorial Approval

In order to ensure a better service for the purchaser and a generally higher standard of memorials 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 may 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. This is to ensure there are no interments planned

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 Markers

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

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.

4.11. Memorial Testing

Burial Ground staff will check the safety of all memorials in the cemetery periodically. The Council will issue public notifications when testing is due to start, via the press, social media and our own communication channels.

If any memorial is found to be unsafe, the Deed Owner is responsible for the costs of repair to the memorial. The Council will endeavour to contact the Deed Owner so that these repairs can be made.

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.

A maximum of two 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.

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 left on graves..

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

Ask for a detailed description of costs and a price list when getting a quote.

When seeking a quote by telephone, ask for it to be confirmed in writing.

Try and get quotes from more than one company.

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).

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?

- a. NAFD and SAIF state that a “simple, basic funeral” should comprise:
- b. Making all necessary funeral arrangements and providing professional advice.
- c. Removal of the deceased to a suitable resting place.
- d. Provision of a simple, veneered coffin and conveyance by hearse direct to a local cemetery or crematorium.
- e. Providing the funeral director and all necessary staff.
- f. All necessary disbursements.

Funeral Costs For A Child

From 23rd July 2019 the costs for a funeral for a child can be claimed from the government’s Child Funeral Fund.

Any claim for funding is made by the funeral directors and burial authority themselves, and not by the family. The burial costs that can be covered by the fund include:

1. Purchase of burial plot and right of burial deed
2. Carrying out the burial
3. Permission to erect a memorial.

Please speak to your funeral director about other funeral costs that can be funded by the scheme.

The Child Funeral Fund covers the costs of burials for children under the age of 18 and over 24 weeks of pregnancy. For Burials not covered by the Child Funeral Fund, i.e. under 24 weeks of pregnancy, Buckingham Town Council will reduce the burial fees by 80%. This includes the interment fee, purchase of the burial deeds and memorial permit fee. Please contact the Town Council office for the fees and any queries.

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

Asian Family Counselling Service

Tel: 0208 571 3933

<https://asianfamilycounselling.org> Provides support and advice to the bereaved.

At a Loss

www.ataloss.org

Network of support and signposting, helping bereaved people finding support and wellbeing

British Association for Counselling

Tel: 01455 883 300

www.bcap.co.uk Provides details of counselling organisations and services

Bereavement Advice Centre

Tel: 0800 634 9494

www.bereavementadvice.org Can direct callers to the organisation best suited to their individual circumstances.

Bereavement Register

Tel: 020 7089 6043

www.thebereavementregister.org.uk Supplies name of recently deceased to mail order companies to halt unwanted mail

British Holistic Medical Association

www.bhma.org Self-help tapes and relaxation techniques

Humanists UK

Tel: 020 7324 3060

www.humanism.org.uk Information on non-religious funerals.

Child Bereavement UK

Tel: 0800 02 888 40

www.childbereavementuk.org Provides support and counselling for bereaved families

Cruse Bereavement Care

Tel: 0808 808 1677

www.cruse.org.uk Promotes the well being of bereaved people and provides help in understanding grief and coping with loss.

Citizens Advice

Tel: 01280 829 761

www.citizensadvice.org.uk Advice about death, bereavement and financial matters

Cremation Society of Great Britain

Tel: 01622 688 292/3

www.cremation.org.uk Provides information on your nearest crematorium and advice on what to do.

Jewish Bereavement Counselling Service

Tel: 0208 951 3881

www.jbcs.org.uk Counselling services for the Jewish faith.

The Lullaby Trust (formerly FSID)

Tel: 0808 802 6868

www.lullabytrust.org.uk Support for those bereaved by sudden infant death syndrome.

Macmillan

Tel: 0808 808 0000

www.macmillan.org.uk Information and support for families affected by cancer.

Miscarriage Association

Tel: 01924 200 799

www.miscarriageassociation.org.uk Information and support for those faced with pregnancy loss.

National Association of Memorial Masons

Tel: 01788 542 264

www.namm.org.uk Provide a list of members and a code of practice

National Association of Funeral Directors

Tel: 0121 711 1343

<https://nafd.org.uk> Provide information and advice on Funeral Directors

National Society of Allied and Independent Funeral Directors

Tel: 0345 230 6777

<https://saif.org.uk> Provide information and advice on Funeral Directors

Roadpeace

Tel: 0845 4500 355

www.roadpeace.org National charity for road traffic victims.

SANDS: Stillbirth and Neonatal Death Society

Tel: 0808 164 3332

www.sands.org.uk Provides support and information for bereaved parents, family and friends.

Samaritans

Tel: 116 123

[Available at any hour to befriend people facing a personal crisis, including bereavement](#)

Switchboard: LGBT+ Helpline

Tel: 0300 330 0630

www.switchboard.lgbt Provides support and advice to the LGBT+ community.

UKSOBS

Tel: 0300 111 5065

www.uksobs.org Provides support for Survivors of Bereavement by Suicide

Way Foundation (Widowed And Young)

www.widowedandyoung.org.uk National Charity in the UK for people aged 50 or under when their partner died.

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.

Appendix C: Brackley Road Cemetery Fees: 2024/25

Brackley Road Cemetery fees:	Residents Fee 2024/25	Non- residents Fee 2024/25
Price to purchase a plot: for 99 years:		
Single Plot - single	£607	£1,214
Double - Side by Side	£1,088	£2,175
Childs Plot (under 18) Cost paid by CFF*	£607	£1,214
Cremated Remains	£138	£547
Interment Fees:		
Single Depth - Adult	£475	£949
Childs Interment (under 18) Cost paid by CFF*	£475	£949
Double Depth	£547	£1,094
Re-open an Existing Grave	£475	£949
Digging Fee for Ashes	£139	£277
Memorial Permits:		
New memorial	£137	£277
Additional Inscription	£66	£139
Memorial permit – (Child under 18) Cost paid by CFF	£137	£277
Miscellaneous:		
Search Fee	£26	£54
Use of Chapel	£73	£145
Duplicate Deed	£25	£50
Transfer Deed	£25	£50
Deed Renewal Fee	£27	£54
Memorial Seat	Price on Request	

*CFF is the Child Funeral Fund, a government scheme that began in 2019 to help pay for the costs of funerals for children under 18. For more information about the scheme visit: www.gov.uk/child-funeral-costs

For Burials not covered by the Child Funeral Fund, for example, under 24 weeks of pregnancy, please contact the Town Council office for the fees and any queries.

**Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Bucks
MK18 1JP
Email: cemetery@buckingham-tc.gov.uk
Telephone: 01280 816801**

Buckingham Town Council
Environment Committee
Monday 15th April 2024

Contact Officer: Estates Admin

Commonwealth War Graves Commission (CWGC) Tours at Brackley Rd Cemetery

1. Recommendations

- 1.1. It is recommended that Members note the report and agree for the office to work with Mr Champman and The CWGC to initiate a programme of tours at Brackley Rd Cemetery.

2. Background

- 2.1. Local historian and official tour guide for the CWGC, Mr Mike Chapman, is requesting permission to arrange a series of public tours of the Commonwealth war graves at Brackley Road Cemetery.

- 2.2. The following information has been provided by Mr Chapman:

The focus of the tour would be the 10 CWGC graves at the cemetery (2 from the First World War and 8 from the Second World War). In addition, attendees will be given a summary of the CWGC's history, the scope and scale of its responsibilities and its operation today.

The tours would last 60 minutes, starting inside the entrance gate and finishing close to the NWG/MOD grave of Jnr Tec William Lovelock which is in area EXT1.

Tour numbers would be limited to 12 attendees (from experience this is the optimum number for a group that at times would have to come off the footpaths to walk between graves, and it minimises parking issues where cars have to be left on the public road). Tickets for the tour would be free, but to manage numbers advance booking via Eventbrite would be required.

Tours would be promoted via various channels, including the CWGC's website, Eventbrite and social media. For Heritage Open Days the tours would also be advertised by MK Living Archive and on the national Heritage Open Days website. Buckingham Town Council would of course also be welcome to promote the tours. I don't think we will have any problems filling the places, but if any press releases are produced for local newspapers/websites/radio then I would make sure that you got a copy of the text.

A formal risk assessment for the tours at the cemetery would be written up and approved by the Commission. You would be given a copy of this along with documentation evidencing the CWGC's public liability insurance.

I would be delivering the tours. You know me as the [CWGC's 'Eyes On Hands On' \(EOHO\) volunteer](#) allocated to the cemetery, but I am also a trained speaker and tour guide for the Commission. For the latter, I already deliver tours at Manor Road Cemetery and Wolverton Cemetery in Milton Keynes, and St Peter & St Paul's Churchyard in Cranfield. I am also currently setting up a new tour at St Michael & All Saints' Churchyard at Halton.

A request for each tour would be made to Buckingham Town Council, giving the proposed dates and start times. The requests would be made well in advance, and over the next 2-3 weeks I expect to be submitting requests to the churches and cemetery authorities for all my sites for the period July-September.

It's appreciated that the Brackley Road Cemetery is still open for burials and if circumstances required a previously agreed tour to be cancelled/rearranged then that would not be a problem.

3. Additional Information

3.1. If the proposal is agreed, the then Estates Team will work with Mr Chapman to ensure the series of tour dates do not clash with any funerals and are delivered in an appropriate and sensitive manner.

3.2. The Town Council Office will promote the dates online and within an edition of the newsletter.

4. Budget Implications

4.1. There is no budgetary implication for this proposal, other than staff time spent publicising the tours.

Buckingham Town Council
Environment Committee
Monday 15th April 2024

Contact Officer: Estates Admin

Memorial Safety Inspections at Brackley Road Cemetery

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The Town Council has a legal responsibility to ensure the Brackley Rd cemetery site is maintained in a safe condition. The grave deed holders are responsible for maintaining the memorial in a safe condition.

2.2. The last round of safety inspections began in January 2023 and focused solely on the older sections of the cemetery. Memorial masons have now completed repairs of 47 (category 1) memorial stones, as agreed by committee 2nd October 2023. These memorials no longer pose a risk to visitors and staff attending the cemetery and their heritage value is preserved for future generations.

2.3. The Estates Team will reinspect category 2 memorials with this section of the cemetery during June 2024.

Category 1: requires immediate attention. When a memorial is found to be imminently dangerous then temporary measures will be taken to reduce the risk of harm.

Category 2: unstable but unlikely to cause immediate danger. The memorial needs to be monitored on a 12-month programme to recheck if it deteriorates further.

Category 3 – in good condition. Records are kept but no actions required. To be reinspected in another 5 years.

2.4. The second stage of inspections is to cover the newer section of Brackley road cemetery, otherwise known as Extension1 (see map). This round of safety inspections will begin in June 2024. The programme is being delivered in an appropriate and sensitive manner. This will be an ongoing process with all the cemetery's headstones and memorials being tested over a 5-year period.

- 2.5. Due to the sensitivity of undertaking any work in the busiest section of the cemetery, before any testing was carried out, Buckingham Town Council publicised the fact that the inspections were being carried out through press releases, public notices at the cemetery and on the Town Council's website, social media pages and newsletter. Informing the public why and how the testing and making safe is being carried out.
- 2.6. The Estates Team will bring a written report to a future meeting of Environment committee with an update on:
- Results of inspections within Extension 1.
 - Number of memorials being repaired by deed holders.
 - Update on the number of memorials that may need to be repaired at a cost to the Town Council and indicative costs.