



BRACKLEY TOWN COUNCIL

Halse Road Cemetery Booklet

Please respect the peace and dignity of the facility

BLANK

Contents

- 1 General Information**
- 2 Contact the Council**
- 3 The Burial Process**
- 4 Plots**
- 5 Memorials**
- 6 Tributes and Decorations**
- 7 Communication and Enforcement**
- 8 Feedback and Improvements**
- 9 Council Responsibilities**
- 10 Glossary of Terms**

Appendix 1 Arranging a Funeral – some helpful advice

Appendix 2 Charities & Counselling services to help the bereaved

Please ensure that you familiarise yourself with the regulations and if you have any queries, please do not hesitate to contact the Council office on 01280 702441 for clarification.

Brackley Town Council staff are authorised to carry out the necessary actions to ensure compliance with these regulations.

We thank you in advance for your cooperation.

Brackley Cemetery – Resident Guide & Regulations

Welcome to Halse Road Cemetery. This is a place of peace, remembrance, and dignity. We know how important it is to honour loved ones in your own way, and we're here to help you do that safely and respectfully.

1. General Information

- **Location:** Halse Road, Brackley NN13 6EH
- **Opening Times:** Daily from dawn to dusk. Council may restrict access if needed.
- **Toilets:** None on site – nearest are in the town centre.
- **Dogs:** Welcome, but must be on a lead and cleaned up after.
- **Watering:** Water points are available (not for drinking). No pesticides or chemicals allowed.
- **Children:** Families are welcome, but children under 12 must be supervised.
- **Security:** Council isn't responsible for loss or damage to items placed on graves.
- **Gates:** Please close them behind you when leaving.
- **Conduct:** Please be respectful. No alcohol, loud behaviour, or unauthorised vehicles.
- **Office hours:** Monday–Friday, 09:00–16:00.
- The cemetery noticeboard is updated regularly.
- Our Town Council e-Newsletter provides further information.

2. Contacting the Council

- All enquiries should go to Brackley Town Council, 20 High Street, Brackley NN13 7DS.
- Phone: 01280 702441. Email: office@brackleynorthants-tc.gov.uk
- If you move home, please let us know – it helps us stay in touch about your plot.
- We send updates via our e-newsletter and display notices on the cemetery board.

3. The Burial Process

3.1 Exclusive Right of Burial

- Must be purchased for 75 years at the time of booking.
- After 75 years, the deed can be renewed.
- Council will buy back unused deeds at the original price.
- "Resident of Brackley" means someone living in the civil parish at death or within the last 5 years.

3.2 Booking a Burial

- Call first to book, then submit a Notice of Interment form at least 3 working days before.
- All fees must be paid with the form.
- Incorrect or late forms may cause delays.
- Exceptions to the 3-day notice may be made for religious reasons.

3.3 Certificates

- A Certificate for Burial or Cremation must be provided to the office before interment or accompany the cortège and be shown on arrival.

3.4 Reopening a Plot

- You'll need to show the deed. If the deed holder is deceased, proof of ownership will be required.
- Headstones or memorials must be removed by a BRAMM-qualified mason at the family's expense.

3.5 Ground Conditions

- In poor weather, burial may be delayed until after the cortège has left. We'll notify you if possible.

3.6 After Burial

- Plots are left slightly mounded to settle naturally.
- Flowers are placed carefully after backfilling.
- Memorials must not be installed for at least 9 months after burial (except ashes interments).

3.7 Hours of Interment

- Monday–Friday: 09:00–15:00
- Weekends/Bank Holidays: by special arrangement

3.8 Religious Arrangements

- One section is un-consecrated.
- Families may arrange blessings or consecration privately.

3.9 Scattering of Ashes

- Loose scattering is not permitted anywhere in the cemetery.

4. Plots

4.1 Burial Plots

- Standard size: 750mm wide
- Single or double depth
- Can hold up to 6 ash caskets

4.2 Cremation Plots

- Size: 450mm x 450mm
- Single or double depth
- Memorials must be flat or sloping (tablet style)

4.3 Children's Section

- There is a small area in the cemetery that is dedicated exclusively to children's graves. Plots here are single and specifically sized, meaning adult burials cannot be accommodated.

5. Memorials

5.1 Installation

- Only BRAMM-qualified memorial masons may install or remove items in the cemetery.
- Approval must be obtained via the Memorial Request Form.
- Installation is allowed from 9 months, depending on ground conditions.

5.2 Dimensions

- Burial plots: Max 900mm high, 750mm wide, base 1200mm x 450mm
- Cremation plots: Max 450mm x 450mm, height 100mm
- Cremation memorials must be flat or sloping only.

5.3 Kerbing/Borders

- Kerbing and borders are not permitted within the cemetery.

5.4 Maintenance

- Deed owners are responsible for keeping memorials safe and in good repair.
- Unsafe memorials may be staked and taped or laid down by Council. A letter will be issued to the registered owner of the ERB if this action is necessary.
- Memorial safety is tested every 5 years; this is a manual stability test carried out by qualified members of the Estates Team and is part of the H&S and Duty of Care requirements.
- Unsafe stones may be laid flat if there's an immediate risk.
- The cost of re-erection is the responsibility of the Deed owner

5.5 Inscriptions

- Additional inscriptions must be approved before work begins.

6. Tributes & Decorations

We understand how personal tributes can be. Here's what's allowed and what's not:

6.1 Allowed

- Garden area maximum size 60cm by 120cm (the width of the headstone base)
- Fresh or artificial flowers
- Static warm white lights
- Up to two non-breakable vases (not glass, ceramic, or terracotta) may be placed on the plinth.
- Council reserves the right to remove items that become damaged, unsafe, or unsightly.

6.2 Not Allowed

- Wooden headstones (this does not include the interim plaque installed by the funeral directors).
- Helium Balloons.
- Glass, ceramic, or breakable containers
- Flashing lights, music, or sound devices
- Stones, gravel, shells, or anything that could interfere with mowing
- Wind chimes
- Kerbing or edging of any type
- The planting of trees/shubs or bushes
- Council reserves the right to remove items that become damaged, unsafe, or unsightly.

6.3 Seasonal Decorations

- Notices will be posted on the Cemetery notice board before removing seasonal items, noting the start date of removal.
- Christmas: removed after 8 weeks
- Mother's/Father's Day: 2 weeks
- Easter: 4 weeks
- Wilted flowers and unsafe items will be removed by our Estates Team.
- Funeral flowers are removed after 21 days.

6.4 Children's Graves (under 18s)

- Permission is required to create a small garden area.
- Small, non-breakable mementoes (e.g. toys, soft ornaments) may be placed within the allowed garden area and must be maintained.
- Council reserves the right to remove items that become damaged, unsafe, or unsightly.

7. Communication & Enforcement

- If something needs to be addressed, we'll send communications inviting you to get in touch.
- If unresolved, the final communication will follow 12 months later.
- You're welcome to write to, telephone or visit us before any formal action is taken.

8. Feedback & Improvements

- You can share thoughts via email, phone, or our website online contact form.

9. Council Responsibilities

- We maintain the cemetery grounds and infrastructure.
- We review these rules annually and update them as needed – please ensure you keep abreast of any changes.
- Memorial safety is tested every 5 years. Unsafe stones may be laid flat if there's an immediate risk.

While the council recognise that some older plots may not comply with sections 5 and 6, this does not set a precedent for new interments. The council maintains the right to manage the cemetery grounds for the safety and benefit of all users.

Where existing non-compliant tributes, memorials, or structures interfere with ground maintenance, pose a safety hazard, or impede access, the council reserves the right to request the owner to bring the plot into compliance.

10. Glossary of Terms

“The Council” means Brackley Town Council

“The Cemetery” means Halse Road Cemetery, Brackley

“The Deed owner” means the person who legally owns the plot, (ie the name of the person that appears on the Exclusive Right of Burial)

“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 Brackley only

“Groundsman” means employees or agents of Brackley Town Council

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).

Charities and Counselling Services to help the bereaved

Government website:

<https://www.gov.uk/when-someone-dies>

What to do when someone dies: step by step

Bereavement Register

[The Bereavement Register](https://TheBereavementRegister)

Tel: 020 7089 6403 Supplies name of recently deceased to mail order companies to halt unwanted mail

National Bereavement Service

<https://thenbs.org/>

Tel: 0800 0246 121 Support and information for bereaved people

Age UK

Tel: 0800 055 6112

www.ageuk.org.uk

Fact sheets and info on all aspects of death and bereavement

Child Bereavement Trust

<https://www.childbereavementuk.org/>

Tel: 0800 02 888 40

Provides support and counselling for bereaved families

BRAMM

<https://www.bramm-uk.org/>

Provide a list of members and a code of practice

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.

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