

A Guide to Northampton Borough Council CEMETERIES



Kingsthorpe Cemetery early 1900's

If you require a large print version of this booklet
please contact:

Cemeteries Office
Enterprise Managed Services
Westbridge Depot
9 - 13 St James Mill Road
Northampton
NN5 5JW

Telephone numbers:- 01604 593412



Bereavement Advice

Institute of Cemetery and Crematorium Management www.iccm-uk.com
The Website also contains information on a Living Will, the importance of Will writing and advice on the Natural Death Centre.

Age Concern www.ageuk.org.uk

www.crusebereavementcare.org.uk

The Bereavement Advice Centre www.bereavementadvice.org/index.php

Survivors of Bereavement by Suicide (SOBS) www.uk-sobs.org.uk

Stillbirth and Neonatal Death Charity www.uk-sands.org

When will I be able to arrange a memorial onto a full size grave?

We recommend that a memorial is not to be erected on any full size grave for a period no less than 8 months. For further information please contact a registered stonemason who can give you expert advise on this matter.

Why is a memorial permit required?

Prior to a memorial being erected on a grave space, the written authority of the owner of the grave must be given on a permit form authorising the proposed erection. Memorials need to conform to cemetery regulations with regard to size fixings, and inscriptions.

Charter for the Bereaved

Northampton Borough Council and Daventry District Council are working in partnership with Enterprise Managed Services and have adopted the Charter for the Bereaved issued by the Institute of Burial and Cremation Management (ICCM).

The Charter guarantees 33 rights to burial and these are integrated into the services outlined in this leaflet.

Members of the public can be assured that an authority that has adopted the Charter is committed to providing excellent service designed to meet their needs. The Charter is a commitment to improving the service by confirming rather than disguising the death experience and reducing ignorance.

It defines the rights of every individual who experience bereavement, and gives the bereaved greater influence over the arrangement of a funeral.

An annual assessment ensures that the service keeps improving and raising it's standards, and allows it to be ranked against other services throughout the country. Please see link below for more information.

www.iccm-uk.com

If you require a copy of the Charter, please refer to the **contact information section** of this booklet.



Cemetery Services

The seven Northampton Borough cemeteries which serve the Community are:

- **Kingsthorpe Cemetery** (Harborough Road NN2 8DU)
- **Dallington Cemetery** (Harlestone Road NN5 6AB)
- **Towcester Road Cemetery** (Towcester Road NN4 8LS)
- **Duston Cemetery** (Berrywood Road—Westfield Road NN5 6RB)
- **Weston Favell Cemetery** (Graspin Lane NN3 3BU)
- **Great Houghton** (Cherry Tree Lane NN4 7AT)
- **Billing Road Cemetery** (Billing Road NN1 5DE)

Contact Information

All correspondence should be directed to:-

Cemeteries Office
Enterprise Managed Services
Westbridge Depot
9 - 13 St James Mill Road
Northampton
NN5 5JW

Telephone numbers:- 01604 593412 or 593414

Email Address:- Cemeteries@enterprise.plc.uk

Fax:- 01772 699661

The Cemeteries Office is open

Monday - Friday 8.00am - 3.30pm

Frequently Asked questions

The Exclusive Right of Burial states two burials and I now want more than two full body burials to take place in the grave.

When a grave is purchased for burials, the depth requested at the time of a funeral denotes how many full body burials may take place. There is a legal requirement as to how much earth must be left between coffins and from the top of a coffin to ground level, so it is not physically possible to incorporate changes to the amount of full body burials into the grave after the first interment has taken place within the grave.

I own the grave, can anyone else be buried in it if I don't give permission?

No graves cannot be opened without the permission in writing on the Council's Indemnity form from the owner of the 'Exclusive Right of Burial'. The only exception

Why are graves so deep? (it's distressing to see the coffin go down so deep)

Graves need to be deep enough to allow not only for the depth of coffins/caskets that will be buried but also to accommodate legal requirements of undisturbed earth to be between each coffin and the amount of earth from the last interment to ground level.

When are graves filled in?

Graves are prepared for burial as least one full day before the funeral and are covered overnight. The ICCM Guiding Principles for Burial Service states that immediately after mourners have departed the graveside, the grave shall be entirely back-filled and made tidy.

Why can't I have what I want on the grave?

When a new grave is purchased it is not the ownership of land itself that is purchased, but the rights to have burials take place in that grave. These rights are sold, or to more correct 'granted' together with the rights to erect a memorial on the grave in accordance with the rules and regulations of Northampton Borough Council.

Floral Tributes

After the funeral the Cemetery Operatives will place the floral tributes on the grave. They will remain there until the family remove them or after three weeks when they will be removed by the Cemetery Operatives in order to maintain the grave. This will be done without notification to the grave holder.

Donations of Benches

We receive many requests from families to place a memorial bench close to where a loved ones grave is situated, however due to over demand we are no longer accepting requests for bench placement.

Vehicles

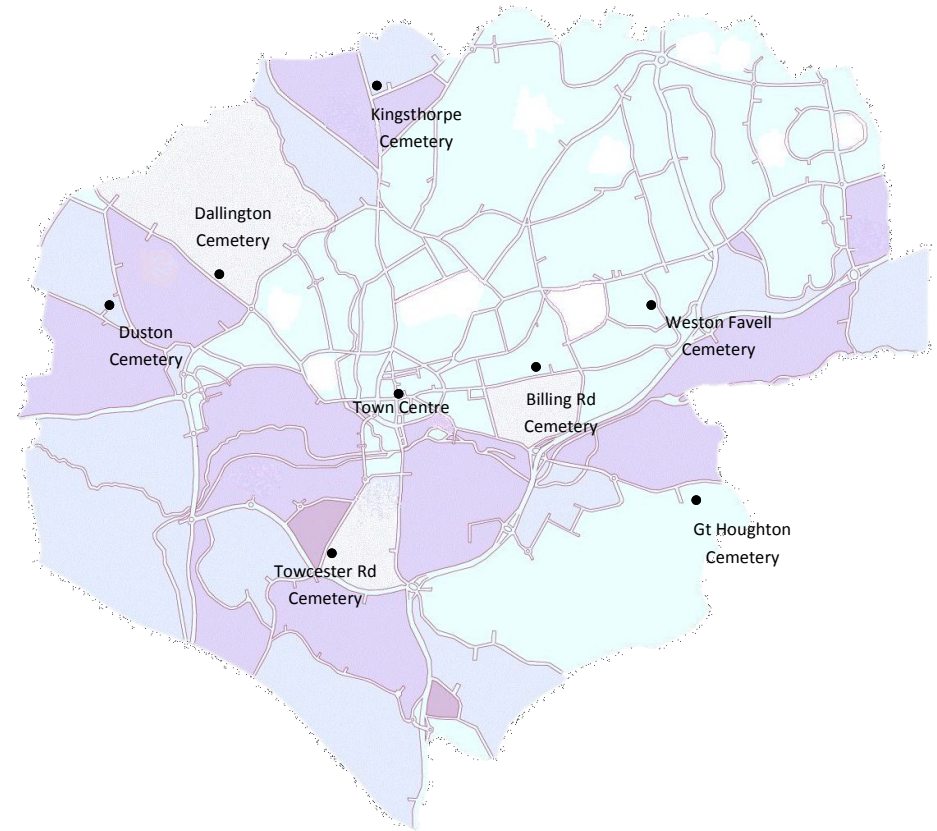
- Any vehicle entering the cemetery must travel at no more than 10mph.
- Visitors must not park in such a way as to block other vehicles.
- Vehicles may not be driven on to footpaths or over graves.
- Vehicles must be removed from an area of an upcoming funeral in order to keep access clear for the funeral corteges.
- Please be advised that on large funerals access to vehicles maybe restricted.

Nuisance and Damage

Every person in a cemetery shall avoid causing any disturbance or damage therein and leave the cemetery in a satisfactory condition. Any person whose conduct in the opinion of the Cemetery Supervisor(s) or whose actions are likely to impede the proper management of the cemetery or who infringes any foregoing rules may be asked to leave the cemetery.

The Council/Contractor reserves the right to act upon and rectify any breach of the rules and regulations contained herein.

Northampton Borough Council Cemetery Locations



Making arrangements

This booklet has been designed to assist you in making difficult choices, by explaining the services offered and sets out what kind of service you can expect from the council/contractor who manage the cemeteries. It explains what your legal responsibilities following the burial towards both the council and the contractor and other users of the cemeteries.

The vast majority of burials are arranged through a funeral director.

Funeral Directors are professionally trained to help you through the process of a funeral and have a great deal of experience and knowledge that families can draw upon when deciding how to proceed. They also co-ordinate your chosen arrangements to ensure that they go smoothly for you, this can be a great comfort to a grieving family.

If you do decide to involve yourself in part of the arrangements, it is most important that you keep your funeral director informed of any decisions you have made.

We will always do our best to advise you but regret we cannot act as a funeral director on your behalf.

Choices

The type of grave required is stated on either the interment or pre-purchase form, this is the Council/Contractors form on which all arrangements are made.

Following receipt of this form, we the contractor will follow the instructions contained in it and any future matters concerning the grave will be addressed to the applicant either in person or through their Funeral Director or other representative.

The following types of graves may be chosen dependant on cemetery.

Initially you will be required to make two choices.

- Whether you want a purchased or an unpurchased grave.
- Whether the grave is to be located in a lawn area, kerb area, green burial area, garden of rest, vault or mausoleum.

Memorial trees inclusive of all conifers may not be planted in any section of the cemetery as they soon outgrow the area and encroach on adjoining graves including the displacement of own and other memorials.

Memorials

Only Memorial Masons that are registered with the Council's/Contractor's scheme are permitted to carry out works on memorials new and old within the Borough Cemeteries and only after such time that authorisation has been granted.

Please ensure that authorisation has been granted before any purchase or manufacture of a new memorial has been made

The memorial mason must obtain permission from the registered owner of the 'Exclusive Right of Burial' to carry out any works. This is normally provided on the Council/Contractor Memorial Application Form. Inscriptions are vetted and memorial size restrictions may apply. The Council/Contractor welcomes diversity of expression in memorials, provided that they do not offend or affect the rights of other cemetery users. The Council/Contractor may refuse applications if thought to be unsuitable. All registered stone masons are familiar with the rules and regulations for each of the cemeteries and can offer expert advice.

Maintenance of Memorials

It is the responsibility of the owner to contact a registered stonemason to carry out repairs to any memorial and to ensure it is maintained in a safe condition.

Over time memorials may become unstable because of subsidence, weathering, or failure of materials.

Although memorials are the owners responsibility, the Council/Contractor has a duty of care to maintain a safe environment for members of the public and for its own staff. In extreme circumstances the Council/Contractor is empowered to take action to neutralise any immediate danger created by a memorial without seeking the owners consent. This will normally mean providing temporary supports, but may in extreme circumstances involve the laying down of a memorial. A letter would then be sent to the address of the grave owner informing them of any action that has been taken and to request that they contact a memorial mason to re-fix the memorial to current NAMM standards.

Green/Woodland Burial Area

A Specific area in Kingsthorpe Cemetery has been dedicated for green/woodland burials. Families have a choice of graves available, there are only a limited number of graves suitable to have a tree planted.

Only Cardboard coffins, wicker coffins and bamboo coffins, are to be used in this area. No other type of coffin will be permitted.

Each grave is for one burial only and additional graves may be pre-purchased.

The following items will not be permitted in the green/woodland area: pots, tubs, lights, lanterns, fences, pebbles and conifers.

Natural wood markers may be purchased but the plaque must not exceed 8x6 inches and must contain text only etched into the wood. no border, designs, or images will be permitted.

Temporary markers are permitted however they must conform within the overall dimensions of 18 inches in length (with at least one third positioned in the ground) equalling 12 inches tall, a plaque can be fixed to the marker but must not exceed the dimensions of 8 inches in width and 4 inches in height.

The Council/Contractor reserves the right to remove the marker from the cemetery if a marker does not conform to the measurements stated herein.

Care of Graves

All graves, vaults, mausoleum, and memorials shall be kept in good condition.

The grave holder, except those in lawned sections may plant small shrubs, all families are welcome to place flowers and or wreaths.

The Council/Contractor reserves the right to prune, cut down, dig up, or remove and dispose of any shrub, tree, plant or flower at any time, when in its opinion the same had become unsightly, overgrown or when necessary for the purpose of allowing a grave to be reopened.

The planting of small hardy plant, flowers, or rose bushes is allowed subject to prior approval of the cemetery supervisors.

Glass containers and china are not recommended as they shatter when water contained within them freezes. They are also a hazard to the Cemeteries Operatives when carrying out maintenance.

Any broken glass, china, plastic containers and or memorabilia will be removed from the cemetery without notification.

In lawn sections of the cemeteries placement of fences and edging and pebbles is not permitted.

An Un-purchased Earthen Grave (Public grave)

We will carry out burials in un-purchased graves, only the fee for excavating the grave will be charged.

You should note however that the grave may already have someone else buried in it and further burials may take place there at anytime in the future. You may choose which cemetery dependant on availability, but the Cemetery Supervisor will select the grave. It will not be possible to arrange the burial of another family member in the same grave and the family has no right to place a memorial on an un-purchased grave.

Purchased Earthen Grave

Graves may be purchased in any of the listed cemeteries dependant on availability. The fee for purchasing the grave is in addition to the fee for interment in the grave.

The purchaser will then be issued with a Deed which grants 'The Exclusive Right of Burial' to the person named upon it for a set period of 100 years.

An Existing Family Grave

If you or another member of your family have already purchased 'Exclusive Right of Burial' in a grave, the council/contractor will carry out a burial there upon receipt of a written request from the person named in the grave register as the owner (normally obtained by the funeral director on the council's indemnity form).

Pre-Purchase of Graves

If you wish to pre-purchase a grave, please contact the Cemeteries Office for a pre-purchase form. Should you wish to choose a plot in any of the available cemeteries a cemetery supervisor will be happy to meet you to discuss your requirements.

Depth of Grave

The Council/Contractor will open a new purchased grave to accommodate one, two or three full burials wherever possible. You must tell the Funeral Director/Contractor the number of burials that will be required at the time of the first burial on the interment form. The law does not permit the council/contractor to carry out burials unless the prescribed depth can be achieved in the grave.

Choice of Section

The Council/Contractor reserves the right to designate areas of the cemeteries for burial of adults, children, cremated remains, and to declare certain areas as 'lawned' where the type of memorial that may subsequently be erected, is restricted.

Serious thought should be given to the type of memorial and aftercare you want for the grave. You can obtain advice and assistance in making this decision by contacting the Funeral Director and/or the Cemeteries Office.

The cemeteries are laid out in areas called sections, the choice of sections are;

- Lawn Section
- Kerb Section
- Garden of Rest
- Children's Section
- Vaults
- Mausoleum
- Green Section
- Sections by Religious Preference (Restricted)

Lawn Sections

To facilitate maintenance and to keep the cemeteries looking their best for all to appreciate, it is the Council's Policy to maintain all new sections of the cemeteries as lawn.

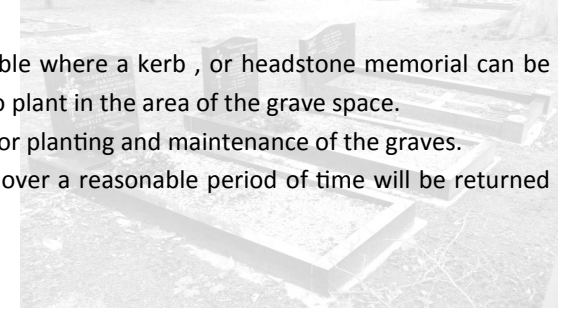
Where a burial takes place in an area maintained as a lawn section, the grave would be reinstated to grass. Planting of flowers and bulbs in the prepared border area is welcomed. Extending the border into the grassed area is not permitted. Placement of memorial trees, fences, edging, and pebbles are not permitted within lawn sections of cemetery. Placement of shrubs, plants, flowers, wreaths, vases, jars, or other such receptacles shall not be placed on the turfed or seeded area which shall in all respects and at all times be left clear. All such objects will be removed without notification and placed within the border.

Kerb Sections

Graves in this section are available where a kerb, or headstone memorial can be erected. Families are welcome to plant in the area of the grave space.

The grave holder is responsible for planting and maintenance of the graves.

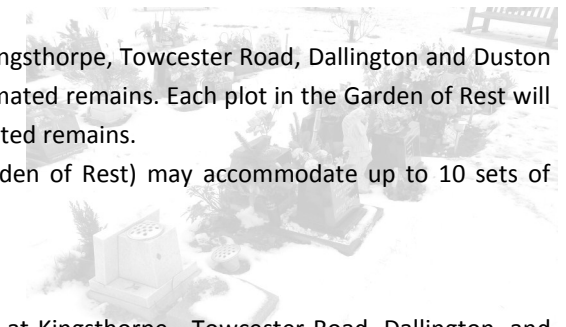
Graves that are not maintained over a reasonable period of time will be returned to grass.



Garden of Rest

There are designated areas in Kingsthorpe, Towcester Road, Dallington and Duston Cemeteries for the burial of cremated remains. Each plot in the Garden of Rest will accommodate two sets of cremated remains.

A full size plot (not in the Garden of Rest) may accommodate up to 10 sets of cremated remains.



Children's Section

Children's sections are available at Kingsthorpe, Towcester Road, Dallington, and Duston Cemeteries, with plots exclusively for children up to 12 years of age. In Kingsthorpe, Dallington and Duston Cemeteries children's sections are maintained as a lawned area, whereas at Towcester Road Cemetery the children's area is maintained as a kerbed section. If parents or guardians wish to eventually be buried with a child, an adult grave in either the lawn or kerb section should be chosen. If parents or guardians wish to be cremated a child's grave can accommodate up to six sets of cremated remains.

Vaults

There is an area in Kingsthorpe Cemetery designated for burials in a concrete vault. A vault is a chamber that holds a maximum of two coffins.

Mausoleum

There is an area in Kingsthorpe Cemetery designated for burial in a mausoleum chamber.

A mausoleum consists of a number of single chambers built above ground, these are for a single burial per chamber, but additional chambers may be pre-purchased.