

## **STOTFOLD CEMETERY MANAGEMENT PLAN**

**2025 - 2030**





# Stotfold Town Council Cemetery Management Plan

## 1. Introduction

Background to this plan

Established in 1898, the Cemetery has been in constant use to today, nearly 130 years. Owned, managed and maintained by Stotfold Town Council currently, it was originally built under Stotfold Parish Council in 1897 with Stotfold being recognised as a town in 1974.

Our local demographic has increased exponentially since 1898, with future development for housing having been identified around the town. We anticipate future demand for cemetery provision to increase in proportion and recognise the role of the Council in safeguarding effective operation, maintenance and development of Stotfold Cemetery

We are committed to making our Cemetery one of the best in Bedfordshire, this is our first management plan and a key part of delivering on this commitment.

This Cemetery Management Plan sets out the Council's strategy for management of Stotfold cemetery, the vision we are working to and the series of actions we will take

over the next five years to deliver improvements and maintain standards for the community.

The goal is to ensure respectful, sustainable, and efficient management of burial grounds in accordance with community needs, legislative requirements, and best practices. This plan has been developed with consideration to the Green Flag Award principles; the Council aspires to achieve this award for the Cemetery.

## **2. Purpose**

- To provide a clear framework for cemetery operations.
- To ensure compliance with relevant legislation.
- To promote sustainability and community engagement.
- To maintain respectful and culturally sensitive practices.

## **3. Legislative Framework**

This plan is guided by the following legislation:

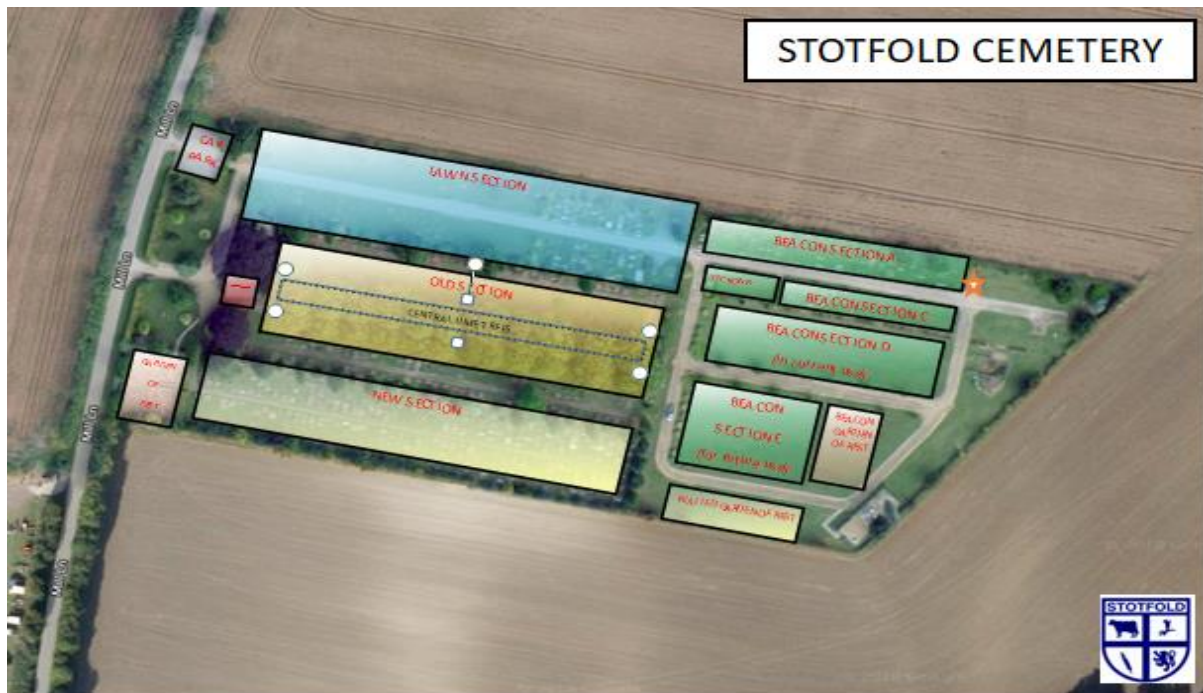
- Local Authorities' Cemeteries Order Act 1977 ( LACO)
- Health and Safety at Work Act
- Local Government Act 1972
- Contract Law
- Burial Act 1857
- Equalities Act

### **Strategic Policy framework**

- Stotfold Town Council
- Central Bedfordshire Council
- National Government

These include Green Space strategy, Transport strategy, Biodiversity strategy, Local Plan

## Site Description

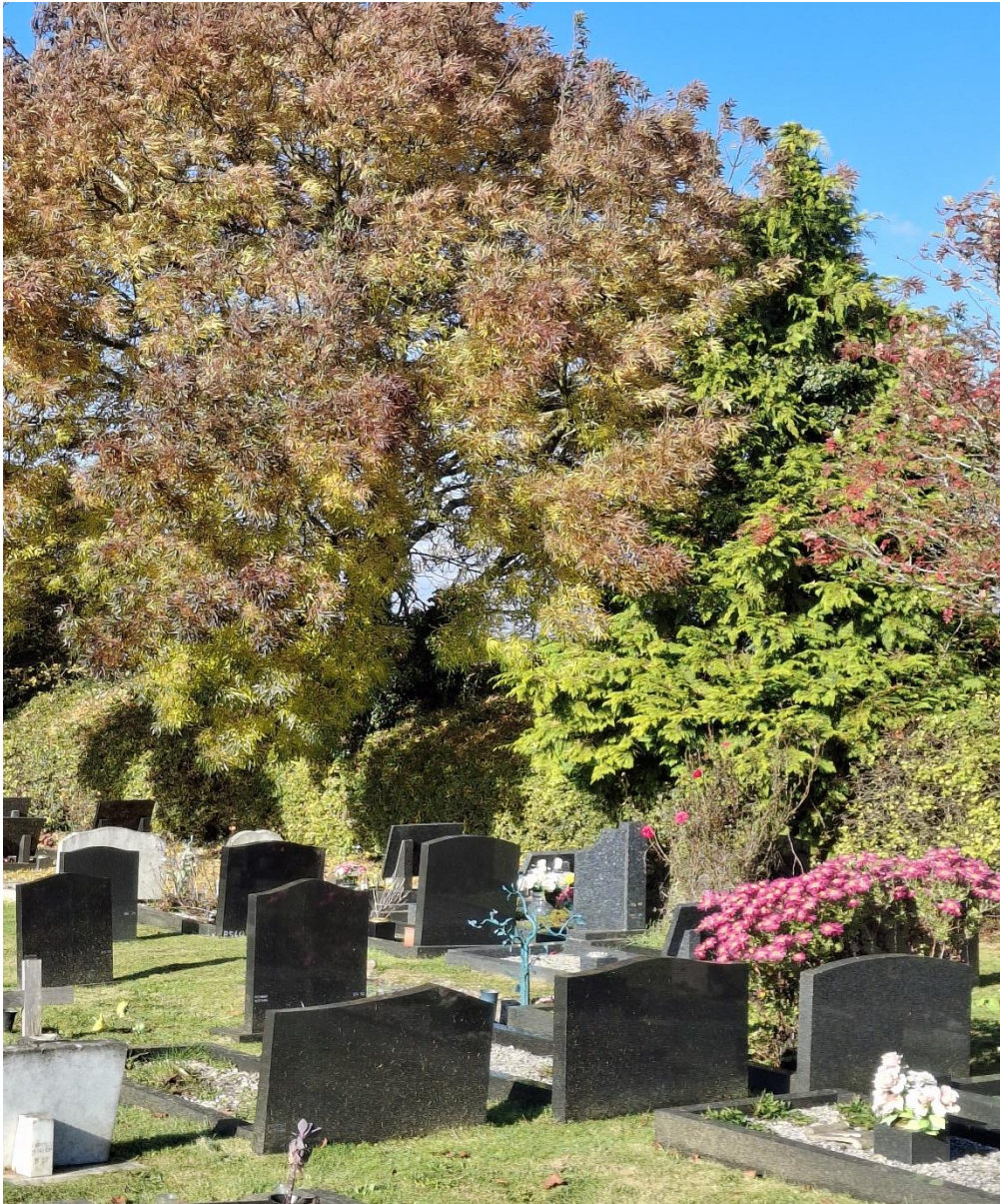


Extending over an area of some 6.8 acres, the Cemetery is situated on Mill Lane on the Eastern side of the main residential area of the town. Initially established in 1898 with a central path of lime trees, and extended several times during the last 100 years, it is now surrounded by mature trees and shrubs with extensive yew, holly and trees in all sections providing a peaceful, serene place for visitors. It is surrounded on three sides by farmland, with the Western side bordering Mill Lane providing single access for cars onto site, as well as a small car park for visitors.

Access leads to an internal road which passes up the hill in the Cemetery to the Beacon Section, which is the newest part of the Cemetery, some 30 years old). There is a Lower Garden of Rest as well as two other GOR areas in the Beacon section, which provides a variety of environments for ashes interment, as well as traditional burial plots being available.

At the entrance of the Cemetery is the original late Victorian chapel, which was restored in 2012, the cemetery also contains a detached toilet building which is original to the cemetery. Surveys on this have identified some work is necessary so currently this is fenced off from public use

The ground in the cemetery sits on heavy clays, degraded chalk, sands and gravels. Our chapel was built using 'Stotfold Whites' which were made using Gault clay dug locally at Wrayfield, the colour indicating the high calcium carbonate or limestone content of the clay found in the area.



The ground is some 650m north from a groundwater source and is a Zone 111, the cemetery is not within an area of flood risk and there are no superficial aquifers mapped on site. However, the makeup of our geology means the soil may have a permeable groundwater table which can result in some fluctuation in ground water during wet winter months in the Beacon area.

A recent ground investigation report commissioned in 2021 showed no evidence of any ground water strikes and it was deemed the cemetery complies with EA statutory requirements. This meant the site is suitable for double depth burials to continue.

Due to the clayey nature of the topsoil, surface water flooding can occur occasionally, during heavy storm events and wet winter months, which may need to be considered in the future with regard to climate change.

The Cemetery is not consecrated, ensuring all residents can be interred on site, individual graves may be blessed at the point of interment, but this does not have an impact on the management of the cemetery.

### **Key Statistical Information**

Stotfold Cemetery has several burial sections currently in regular use, with the Beacon D section used for new Deed purchases followed by burial. Pre purchase of plots is not available for burial.

There is a choice of two Beacon Garden of Rests for Ashes interment, and prepurchase of these is available, on a 75 year lease. The very few spaces in the Lower GOR are reserved for those with families already interred there.

### **Services offered**

Full Burials

Cremated Remains

### **Average No of Burials per year 2020 -2024**

Full Burials 20

Cremated Remains 15

### **Population**

Census 2001 5,908

Census 2011 6,950

Census 2021 9,014

### **Population Age**

Over 60 2,732 (2021 census)



#### **4. Our Vision, Aims and Objectives**

The vision for Stotfold Cemetery is to deliver a beautiful resting place which the community is truly proud of. We will offer a range of bereavement options and the appropriate facilities to make visiting the cemetery a comfortable and pleasant experience.

The grounds will be maintained to a high standard with appropriate maintenance to ensure our trees and shrubbery is well cared for, our boundaries are looked after and any new planting is in keeping with the style of the site, and considers biodiversity and the needs of the community

The management plan aims to ensure the improvements and sustainability of the cemetery take place in a well organised and structured manner and that available resources are managed in a way that achieves the vision of the cemetery

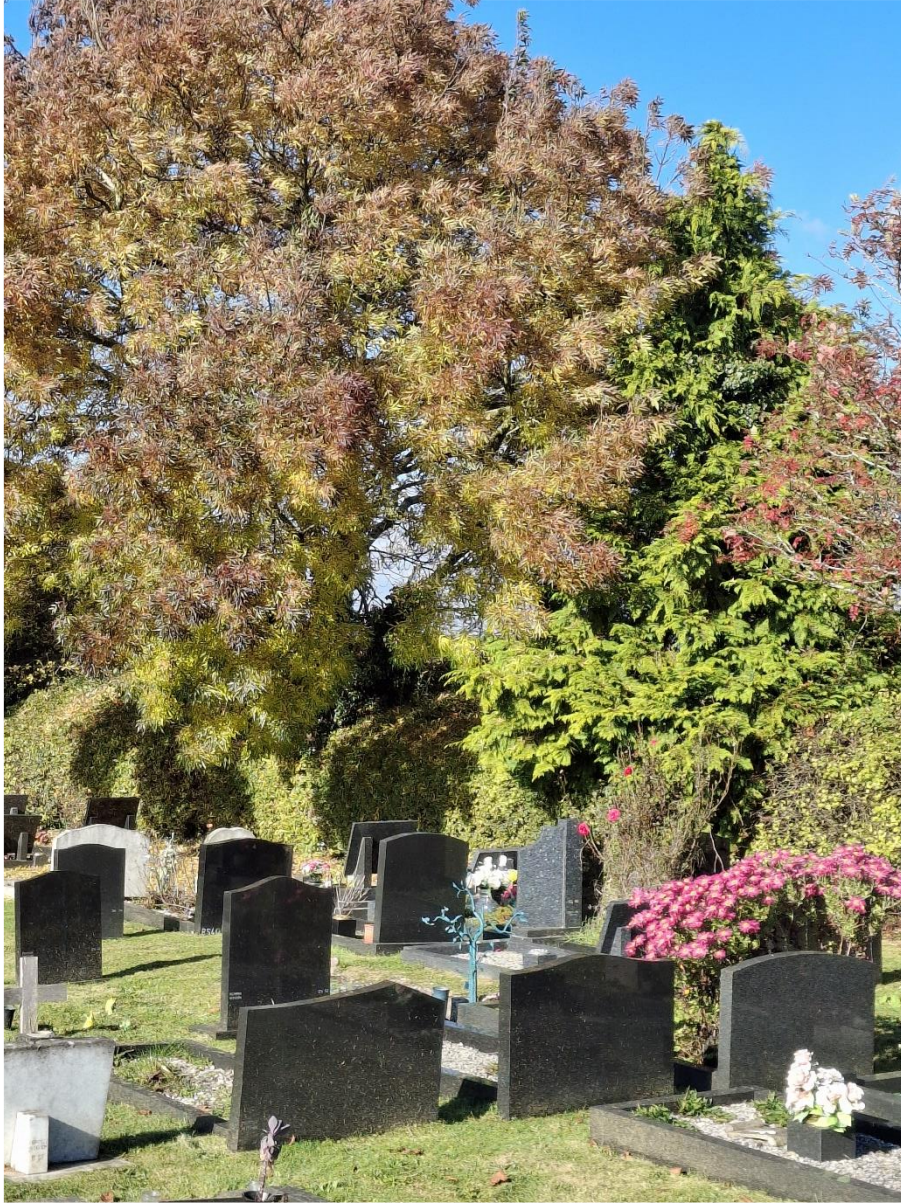
### **Aims ( to be approved Cemetery Working Group )**

- Provide a cemetery of which the community is proud, that is safe, accessible, and has well-maintained cemetery facilities.
- Preserve the cultural, historical, and environmental significance of Stotfold Cemetery
- Ensure financial sustainability of cemetery services.
- Foster community involvement and consultation.
- Ensure long-term burial provision
- Increase community and volunteer involvement in the cemetery
- Minimise any negative impact on the environment and maximise biodiversity and nature conservation

### **Objectives ( again to be agreed by steering committee)**

- To deliver on our vision and aims, we have identified a number of core objectives to be delivered over the plan period.
- Complete consultation regarding toilet facilities and instigate remedial action as needed
- Provide new signage details cemetery sections and graves of significance in Stotfold history
- The council will restore the sundial in the Lower Garden of Rest as well as restoring the bell in the Chapel to working order
- Reshaping of the Beech arched hedge will be taken in stages over the next three years
- A future Friends of the Cemetery Group will be established to research the heritage within the cemetery
- Programme of memorial inspections will be continued, with a commitment to engage with our resident community regarding unsafe memorials and what should happen
- Full survey of plot availability will be undertaken to identify spaces in older sections that could be offered to residents.

- Engage with local groups and schools to undertake a BioBlitz in early autumn each year to catalogue flora and fauna, results to be analysed and pro biodiversity actions taken if needed
- Pathways within the Cemetery to be surveyed, programme of work to be planned to level and repair flag stones and old paths.
- Develop an e-newsletter for cemetery users for social media and publication in Stotfold News
- Liaise with the Library to exhibit manuscripts / old registers to engage with residents
- Review staffing levels and cover
- Review historical records strategy with view to income generation through making these available online
- Consideration for above ground niches for cremated remains
- Investigate grave maintenance schemes to include weeding or fresh flowers
- Review of Cemetery Regulations every three years
- Engagement plan with users, faith groups, funeral directors etc for customer feedback from stakeholders, user surveys shortly after burial
- Regular promotion of a Christmas or interdenominational memorial service or an open air one in Summer.
- Review grounds and buildings maintenance specification.
- Adopt a grave policy



### **Relevant Policies**

The Town Council has several policies relevant to the Cemetery, the primary of which are its Cemetery Handbook, which sets out our core rules governing use of the cemetery and granting of rights. We also have a Memorial Safety Testing policy governing routine safety testing of gravestones, and an Asset Management Policy which requires regular Building and Arboriculture Surveys and the production of a five-year maintenance plan for all assets.

We also have a Grounds Maintenance Specification detailing maintenance standards and timescales for our external contractors.

## **Finance and Resource Allocation**

The Town Council aims to ensure its assets are financially self-sustaining and the cemetery generates a significant income. However, it has a significant level of cost associated with its effective management both in terms of direct costs and associated staffing costs.

The council budget is set annually through a process that commences in September and concludes in January. As part of the budget process this plan will be reviewed and proposals for expenditure in the following financial year included in the draft budget, which is presented to the Public Realm Committee.

The council's staffing structure provides officer resource to ensure effective administration and management of the cemetery. Included in this is resource for the Public Realm Manager to oversee implementation of this plan and facilitate strategic aspects of the cemetery management and for the Project Officer to develop detailed action for the projects the plan aspires to. Both officers are supported by the Cemetery Officer who undertakes day to day administration of the cemetery. The council employ external contractors to maintain the grounds and currently lease out the Chapel to Austins Funeral Directors to maintain the building.

## **Monitoring and Review**

The plan will be continually monitored by the Town Clerk and Public Realm Manager who are responsible for its implementation.

The Public Realm Committee will periodically (and at least annually) review the plan as part of its role in reviewing effectiveness for cemetery policy and collaborating with officers to develop proposals for improvements at the cemetery.

In addition, the plan will be subject to a formal monitoring process annually which will include an annual report outlining performance against the action plan.

The Council will also invite any Friends of Stotfold Cemetery group or volunteers it engages at the cemetery to review and comment on the plan periodically.

## **Aims in more detail**

### **Provide a Cemetery of which the community is proud.**

That is safe, accessible, and has well-maintained cemetery facilities.

The cemetery is accessed by a small gate from the car park area, with an attractive view towards the Beacon area, or via the gated entranceway in front of the late Victorian Chapel. There are two Weeping Ash trees at the entrance which have poor form typical of such trees. The external sign indicates the Commonwealth War Grave monument but not Stotfold Cemetery. The gate was repainted and the lock removed during the process. The tarmac entrance is essentially sound, but the edges of the grass have encroached.

The council is keen to make the entrance more welcoming, safe and accessible.

- **The council will look to reshape the edges of the grassed area to provide the true curve in the road for cars.**
- **We will investigate the lock removal and assess the cemetery access afterhours to establish if the lock should be replaced.**
- **New signs will be installed, both externally for the cemetery and internally with pictures of the sections for ease of identification by visitors**
- **The undergrowth of the trees opposite the chapel will be maintained with dead wood being removed from the area together with twigs / branches.**



### **Preserve the cultural, historical, and environmental significance of Stotfold Cemetery**

The cemetery has been in constant use since its inception in 1898 and has several interesting memorials in the Old Section, with a lot of established families having graves

within the site. Much of our heritage comes from these headstones, and we seek to minimise the loss of headstones where possible with our Memorial Inspection Policy placing removal of the headstone as last resort.

There is a large war memorial at the front of the cemetery, which is a polished granite obelisk mounted on a three-level plinth. Dating from 1920, this was moved to its present location in 1987 . In addition, we have 5 Commonwealth war graves to be found in the Old Section. These are maintained by CWGC who aim to clean headstones at least every two to three years.

We hold an annual commemoration on Remembrance Day, with a ceremony involving Army Cadets, Guides, Scouts, Brownies and Cubs as well as the Royal British Legion to lay wreaths.

The origin story of the Cemetery is known, and we have some old photographs of the site, more research could be undertaken to identify notable graves within the cemetery. This would form a good task for volunteers, or a Friends group and display of heritage found could be done by utilising some library space at appropriate times such as early November.

- **A future Friends of the Cemetery Group to research heritage within the cemetery.**
- **Significant historical graves should be identified and steps taken to preserve the memorial, looking at grave space weeding, any loose kerb sets and memorial stability and wording**



Our Chapel is not a listed building, but was refurbished in 2012 and the Town Council would like to reinstall the bell and rope that was present when built, subject to funding in the future

- **Chapel bell to be refurbished and reinstalled.**

The toilets are temporarily closed and require remediation; there is a planned consultation shortly to seek resident consensus of how this should be done

- **Resident consultation for toilet block remediation**
- **Surrounding trees and shrubs to be pruned, the front rose bed needs to be weeded with the hedge planting to be trimmed back. the Very large Aucuba shrub is encroaching on the roadway and requires pruning to avoid breaking up the tarmac.**

### **Signage**

A notice board is attached to the chapel which contains information from the Cemetery Handbook, together with the memorial regulations and contact details for the Council, this has the Town Council logo on and was recently repainted. There is a CWGC sign on the Gate pillar which refers to 'this location' but not specifically Stotfold Cemetery. There is no sign with a key to the different sections which may be confusing for residents and visitors and in addition there is no signage in the town to the cemetery. Externally there is a Hearses and Car Park Sign which is in poor condition

- **Investigate the cost of installing welcome signs with section locations guides displayed**
- **Work with Central Beds to provide a directional sign on the High Street**
- **Refurbish or replace external sign and add Council logo**

### **Ensuring Safety and Security**

All activity in the cemetery is risk assessed annually (or following any material change/new activity) by the Public Realm Manager. We use external contractors for regular maintenance who have provided the appropriate RAMS and public liability insurance.

There is no lighting in the cemetery as the site does not have an electricity feed, however for safety lighting of the main pathway to the chapel and carpark would be desirable

- **The council will investigate options for the provision of solar lighting along the driveway from the car park to the chapel**

The council maintains a log of safety issues which are reported and will review these annually as part of the review of this plan.

### **Bereavement options to meet the needs of the Community**

The cemetery offers the following:

A standard Beacon grave accommodates three coffin burials and up to five cremated remain interments. We allow a headstone or headstone plus kerb set which is a max of 3ft wide

We have very limited space in both the Lawn section and the New section so are not actively selling these.

We have three areas for ashes interment; all are suitable for two interments. Our Lower GOR has very limited spaces left currently. Our Walled GOR and Flat GOR were both established in 2021 and provide an attractive open area for interment at the top of the cemetery, visitors regularly comment on the tranquil location and the views across the area.

Families can purchase a memorial from several local memorial masons, and we work with those masons to approve the memorial before it is placed in the cemetery,

We have a number of memorial benches and memorial trees purchased by families to remember their loved ones.

### **Future Services**

The Council wish to provide a range of options for families and will respond to user feedback on potential new services.

- **Investigate the provision of above-ground storage of cremated remains.**
- **Actively promote the ability to scatter ashes along the Lime Tree Avenue behind the chapel.**

### **Expansion Options**

Recent calculations estimate the Cemetery has burial space for approximately 30 years however the town has significantly expanded in the last 20 years with no real signs of this slowing down. The Town Council wishes to ensure the long-term provision of a cemetery for the residents of Stotfold and considers that an extension to the cemetery is the most practical way of ensuring this.

The Council's aspiration is to purchase land adjacent to the cemetery which forms part of Radwell Bury Farm, this would enable extension of the existing driveway whilst providing continuity for residents. The Council recognise that looking to acquire the land early will ensure there is no interruption to burial provision for the future, however we do recognise that purchase of land may prove protracted.

- Investigate the acquisition of the adjacent field or part of a field to expand the cemetery
- Prepare an appraisal of alternative expansion options if adjacent land is not available



### **Maintain the Grounds to a High Standard**

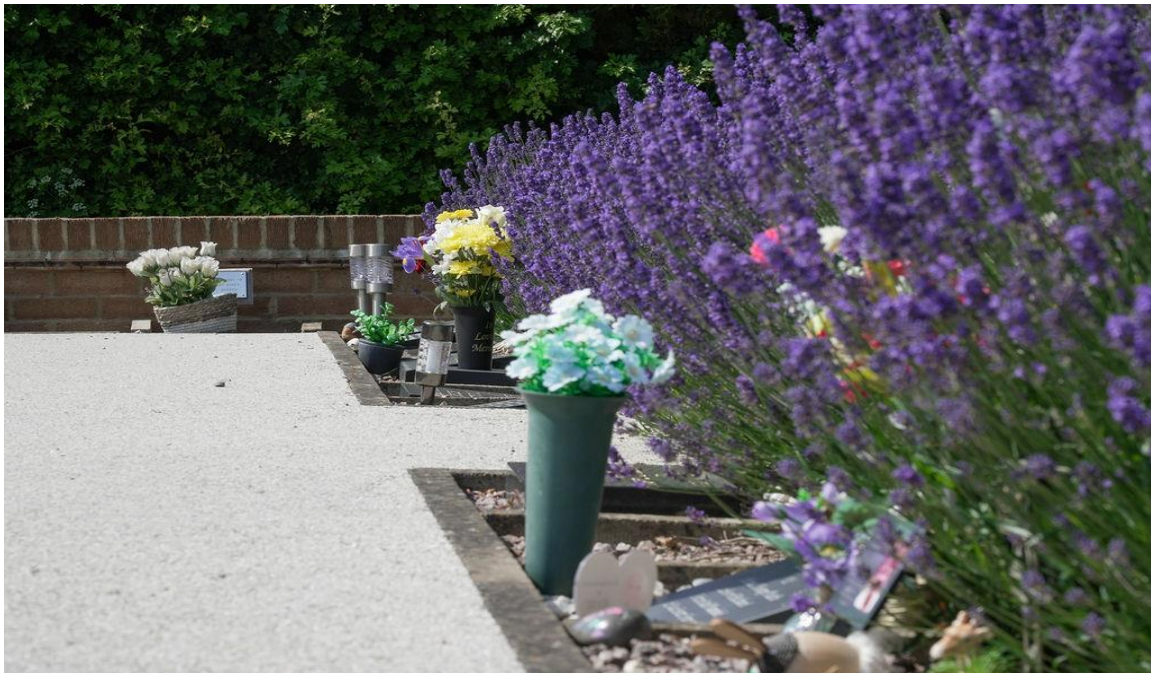
The Council sets out its expectations and standards of maintenance in its Grass Cutting and Maintenance Contract, the aim of which is to ensure the site is well maintained with a focus on delivering a beautiful open space.

The major maintenance is the regular grass cutting within the Cemetery which takes place 18 times a year, excluding areas of primroses and bluebells in the Old Section which are to be left to flower and die off naturally to seed across the ground.

This is accompanied by strimming around graves with care taken to prevent memorial damage, cut grass is blown from existing graves and collected.

The Cemetery has a rose garden in the shape of a heart together with a rose arch which is maintained, but we have little formal bedding. Established on the edge of the town, the Cemetery has always had its fair share of animals happy to nibble at freshly planted bedding, that are attracted from surrounding farm fields, making it a poor option for the Cemetery.

- **Investigate establishment of a wildflower area next to the Walled GOR with potential space for additional memorial benches.**
- **Some sections such as the Lower Lawn have a very uneven surface so the council will investigate a gradual programme of releveling the ground where graves have sunk historically**





### **Arboriculture maintenance**

The Cemetery has a rich and varied number of mature trees across the entire site, including Weeping Ash, Holm Oak, Lawson Cypress, Western Red Cedar, Beech, Acacia, English Oak, Maple, Walnut and numerous Yew and Holly. In addition, we have a spectacular Lime Tree Avenue which was established early in the Cemetery history and is now mirrored in the Beacon Section.

A full arboriculture assessment of the mature trees on site is undertaken every three years, this focusses on tree safety and ensures longevity of the trees, between inspections the Contractors and Town Rangers will visually inspect trees following severe weather and report concerns to the Cemetery Officer

### **Buildings and Infrastructure Maintenance**

The Cemetery benefits from recently refurbished metal entrance gates while the boundaries of the site with adjacent fields have established hedges. The car park area has metal post fencing, which is overdue maintenance however hedging has grown through, obscuring this slightly. The Cemetery gates are not closed at night.

Benches in the cemetery are inspected by the Cemetery Officer annually; the newer benches are made of composite material so are hard wearing however all benches are regularly cleaned and a programme of varnishing will be established.

The Chapel was refurbished in 2012 and is very lightly used, with the Cemetery Officer inspecting this before opening for Remembrance Services.

- **Implement a maintenance programme for all benches**
- **Investigate metal railings in car park to see if this can be straightened and repainted.**
- **Investigate Old Section paths to identify options for removing moss and making good**

### **Litter and Waste Management**

Town Rangers keep waste bins in the Cemetery emptied, green waste is separated from general waste, however we have minimal littering and fouling.

Compost areas for leaf collection and excess soil from graves is fenced off at the top of the Beacon area to keep it out of view behind a small hedge.

Dogs are permitted within the cemetery provided they are kept under control and on a short lead, no fouling problems have been reported

### **Increase Community and Volunteer involvement**

As Stotfold has grown, the local community has shown an increase in wanting to use the green space in the Cemetery for walking as the environment is very relaxing and peaceful for residents. The Council is committed to increasing engagement with the Cemetery for all, by helping to establish a Friends of Stotfold Cemetery Group

We have an active Council Facebook page and contribute to a locally produced magazine, Stotfold News, which is delivered to all doors in the town. To improve communication channels, it is envisaged that we will implement a Social Media strategy specifically for the Cemetery and also utilise the recently launched website to publish a regular e-newsletter. The Chapel can provide a focus short term for meeting as well as having information sessions being held at the Council Offices in conjunction with the Library

- **Develop an e-newsletter for cemetery users**
- **Regularly update the notice board**
- **Social Media programme to highlight engagement and news stories about the Cemetery.**

## **Minimise impact on the Environment and enhance Biodiversity**

### **Environmental policy??**

The Council have green waste separation on site, to enable floral tributes to be more easily composted. However, there is still a high level of plastics being used in both floral tributes and the packaging that entails. There is a no glass policy in the Cemetery, and those vases and flower jars are removed regularly by the Cemetery Officer to minimise any danger from broken glass.

The Council does not routinely use pesticides or herbicides in the cemetery and does not allow external contractors to do this without express permission. This use would need to be in exceptional circumstances with no alternative available

The cemetery is situated on a small hill, to the east of the town centre, open to the fields surrounding it means that the cemetery is visited by lots of wildlife, including bats, rabbits, voles, foxes and currently badgers.

The introduction of wildflower areas in the Beacon Section will enhance biodiversity on site and will provide support for pollinators as well as adding to the overall environment. A recent bat survey of the toilet block identified several bat species, and we have several bird/bat boxes around the mature trees.

- **Establish an Annual Bioblitz for volunteers to help us identify flora and fauna baselines in the cemetery**
- **Create a wildflower strip to the right of the Walled GOR**

### **Monitor and Review**

*What sections of plan need updating and when, usually last part of the plan is the most dynamic*

*Need to identify who monitors and to meet regularly to oversee delivery of plan*

*Plan needs to go through approval and adoption process, so significant changes need to be agreed with stakeholders and documented, if it only affects annual service plans that the thrust of plan doesn't change*

*Green Flag Award criteria could provide basis for actions and also used to measure performance, score the desk and field criteria to give a baseline figure and then measure annually*

*Other items that might be updated annually - user surveys and consultations, finances,*

## APPENDIX A: ACTION PLAN – BASED ON ABOVE AIMS

These are specific actions required to implement the key changes outlines in the strategy; It doesn't include day to day running actions

Ref	Area	Action	Responsible	Estimate Cost	Due Date
	Road reshaping	Reshape grass edges in front of Chapel	Town Rangers		
	Road Edges	Cut back shrubs encroaching on roads	Countrywide		
	Gate Locks	Assess Security, obtain quote for new lock	Cemetery Officer		
	Car park Gate and railings	Obtain quotes for sandblasting and painting gate and railings	Cemetery Officer		
	Renovate carpark gate /railings	Compares quotes and look at in house options	Public Realm Manager		
	Cut back shrubbery around car park	Works to be taken in advance of any work to railings	Countrywide		
	Signs in Cemetery	Install new signs in Cemetery	Project Officer		
	Tree Debris clearance	Undergrowth of trees, dead wood removed	Countrywide		
	Heritage research	Volunteers to undertake research	Volunteers		
	Friends of Cemetery	Programme of meetings to be established	Cemetery Officer/ Community Engagement		
	Historical graves	Researchers to identify significant graves and	Cemetery Officer / Volunteers		

		establish maintenance			
	Chapel Bell	Funds to be raised	Town Clerk		
	Chapel Bell	Works to refurbish Bell	Cemetery Officer		
	Annual Tribute to be placed on War Graves	Town Mayor to place wreath /tribute annually	Community Engagement Officer		
	Solar lighting along driveway	Quotes for a lighting scheme to be obtained and a decision whether to progress	Project Officer		
	Expansion of Cemetery	Engagement with local landowner	Town Clerk		
	Directional Sign	Review of location / permission to be obtained from CBC for installation	Town Clerk		
	Enhancement of Old Section	Planting scheme to be established	Cemetery Officer		
	Bioblitz Plan	Work with KH to do this in Sept or March/April	Cemetery Officer		
	Creation of Wildflower Area	Plan for area to be developed with schedule	Cemetery Officer. Public Realm Officer		
	Appraisal of alternative expansion options	Subject to outcome of discussions with landowner , options to be developed	Cemetery Officer		
	Above Ground Cremated Remains storage	Options to be explored and presented to committee	Town Clerk /Cemetery Officer		
	Cemetery Marketing Plan	Develop and implement a cemetery marketing plan	Community Engagement Officer		

	Social Media Plan	Prepare and implement an annual social media plan	Community Engagement Officer		
	Scattering Leaflet	Publish a promotional leaflet for ashes scattering	Community Engagement Officer		
	e-newsletter for users and Friends	Quarterly newsletter to be prepared	Town Clerk Clerk/ cemetery Officer		
	Friends of the Cemetery	Become Associate Member of Organisation	Cemetery Officer		
	Monthly events for residents	Establish autumn events for residents to discuss deed ownership etc	Cemetery Officer		
	Library event	Plan a Remembrance event for library to share documents and pictures	Cemetery officer		
	Review of maintenance programme	Regular review of contract terms and plan contractor review	Public Realm Officer / Cemetery Officer		
	Toilet refurbishment	Consultation with residents	Project Manager		
	Toilet refurbishment	Assessment of Costs and council decision on way forward	Project Manager / Public Realm Manager		
	Toilet Refurbishment	Works scheduled to complete	Project Manager		
	Chapel remedial works	Undertake remedial works identified in the condition survey	Project Officer		

Activity	Frequency	When	Notes/Standards	Responsible
Path Clearance Edge paths	Weekly No timeframe	All Year	Pathways blown/swept for access	
Litter pick	Weekly	All Year	Check site and remove litter	
Empty Rubbish Bins	Weekly	All year	Rubbish bins emptied weekly or before reaching 75% capacity	
Remove Dead Flowers	Weekly	All Year	Dead flowers to be removed from graves and put in green waste	
Waste Collection	Fortnightly	All Year	Contractor collects	
Compost?				
Level Graves	Ad-hoc	All year	Levelled after 6 mths? Seeded?	
Memorial Tributes	Ad-hoc	All year	Funeral flowers and tributes removed after two weeks	
Application of Pesticides and Herbicides	Ad-hoc	All year	Targeted application for difficult areas	
Wreath Clearance	Annually	Early Feb	Wreaths cleared by Feb14th	
Weed Pedestrian Areas paths	Quarterly No timeframe	Jan, Apr, July, Oct	Remove weeds	
Hedge Cutting	Biannually	Feb and Aug	Bird Survey before work commences? After harvest in adjacent field	
Arched Hedge	Biannually	Feb and Aug	Maintain access from car park	
Formal Tree Trimming	Biannually	Feb and Aug	Bird Survey before work commences? Excepting major tree surgery	
Grass Cutting (inc verge)	Every 2/3 weeks 18 times a year	Mar – Oct (INC)	Mulch-cut, grass length kept at 35mm – 65mm	

Front of Chapel	Nov, remembrance service	Nov	Cut weeping ash to 12ft and cut and tidy grass area	
Strimming (Edges, headstones and Kerbs)	Every 2/3 weeks	Mar – Oct (Inc)	Grass length kept at 35mm – 65mm	
Weed Grave plots GOR	Quarterly	Mar, June, Sept, Dec	Hoe soil and apply grass seed Weed spray stone chippings twice year + hand weeding	
Refresh and repair Benches	Annually	April	Inspect and refurbish benches as required inc re-stain and replace slats	
Tree Pruning	Annually	Sept	Removal of overhanging branches to maintain access Except major tree surgery	
Leaf Clearance	Every 2/3 weeks During Autumn months	Sept to Nov	Mulch leaves where possible, grave sections, pathways, grass areas to be cleared	
Tree Survey and remedial work	Annually	Autumn	Tree survey to detail any safety issues	
Tree survey and remedial work	Triennially	Autumn	Full tree survey for all trees on site	
Site Drains?				

## APPENDIX B – RESEARCH NEEDED

SWOT analysis of the Cemetery

Ecology: Tree Survey, bat survey, badgers and rabbits, bioblitz

Heritage: Chapel and Toilet facilities, locally significant graves, Commonwealth Memorial

Landscape: sits on clay, high point of town

Management: currently external maintenance, town rangers

Community Needs

Heritage Lottery Fund management planning requirements – two separate management plans of different types, conservation management plan to focus on restoration requirements and capital improvement of a site + ten-year management and maintenance plan

## APPENDIX C IF WE CHOOSE TO GO FOR Green Flag status

All Green Flag sites are judged on 8 key criteria.

A welcoming place

Healthy, Safe and Secure

Clean and Well Maintained

Sustainability (including recycling)

Conservation and Heritage

Community Involvement

Marketing

Management

A welcoming place

Green Flag criteria:

- Welcome
- Good and safe access
- Signage
- Equal access for all

Aim: to ensure the cemetery offers a full range of burial services to its users and a wider service to that of just a cemetery: for the community to meet, socialise, educate and value

Objectives; signage, safety, grounds maintenance, equality issues re access

Healthy, safe and secure

Green Flag criteria.

- Appropriate provision of quality facilities
- Safe equipment and facilities
- Personal security
- Control of dogs/ dog fouling

Aim: to improve health and safety measures to ensure a safe and comforting experiences for visitors and staff

Objectives: risk assessments, reviewed, vandalism / graffiti, memorial testing, footpath inspections

Clean and well maintained.

Green Flag criteria

- Litter and waste management.
- Horticultural maintenance
- Arboricultural maintenance
- Building, walls, infrastructure maintenance
- Equipment maintenance

Aim: improve management and maintenance within the cemetery

Objectives; Regular grass maintenance: bedding and new planting maintenance, hedge & roses, paths swept and maintained, winter pruning, leaf clearance, sunken graves, topping up, tree survey and native tree replacement, gap up hedges, weed GOR's

Environmental Management

Green Flag criteria:

- Managing environmental impact
- Waste minimisation
- Chemical use
- Peat use
- Climate change adaption strategies

Aim: Reduce carbon footprint and impact on environment, improve biodiversity

Objectives: mulch perm planting, compost on site, reuse on site, harvest water?, pesticide use at minimum, Max green waste recycling

Biodiversity. Landscape and Heritage

Green Flag criteria:

- Management natural features
- Conservation of landscape features
- Conservation of buildings and structures

Aim: to maintain historic character of landscape and buildings within contemporary uses and issues.

Objectives, Site historical interest, maintain, preserve and enhance chapel and toilets /hearse house, ecological survey, look at animal habitats

Community involvement

Green Flag criteria

- Community involvement in management and development
- Appropriate provision for community

Aim: involve and utilise local community and others to support management plan

Objective Regular meetings Friends group, survey users for feedback, information availability for historical value, community benches/trees

#### Marketing and Communication

##### Green Flag criteria

- Marketing and promotion
- Appropriate information channels
- Appropriate educational and interpretational information

Aim: fully promote services available using all appropriate media

Objectives: update website, information available at FD's, council offices, review signage

#### Management

##### Green Flag criteria

- Implementation of management plan

Aim: improve management of cemetery

Objectives Review and update plan, staff available at agreed times, ensure full range of services, Charter of Bereaved, review regs regularly.

APPENDIX D

Tree Survey 2025

Tag #	Species (Common Name)	Age Class	Height (m)	Stem dia. (mm)	Physiolo gical Conditio n	Struct ural Condit ion	Observations / Comments	Recommendations	Work Priority
5589	Weeping Ash	Mature	7	450	Normal	Fair	Poor form typical to species	No action required	N/A
5590	Holm Oak	Young	6	Avg. 120	Normal	Good	Multi-stemmed from base	No action required	N/A
5591	Lawson Cypress	Middle aged	9	2 x 300	Normal	Good	No observations / comments	No action required	N/A
5592	Holm Oak	Middle aged	8	500	Normal	Good	No observations / comments	No action required	N/A
5593	Holly	Middle aged	7	420	Normal	Good	No observations / comments	No action required	N/A

5594	Kilmarnock Willow	Young	2	130	Normal	Good	No observations / comments	No action required	N/A
5595	Bhutan Pine	Middle aged	12	500	Fair	Good	In minor decline	Monitor condition	N/A
5596	Deodar Cedar	Middle aged	10	500	Normal	Good	No observations / comments	No action required	N/A
5597	Walnut	Middle aged	9	480	Normal	Good	No observations / comments	No action required	N/A
5598	Beech	Over mature	14	1300	Normal	Good	No observations / comments	No action required	N/A
5599	Sycamore	Middle aged	11	480	Normal	Good	No observations / comments	No action required	N/A
5600	Lawson Cypress	Mature	11	850	Normal	Good	No observations / comments	No action required	N/A
5601	Lawson Cypress	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A
5602	Lawson Cypress	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A

5603	Western Red Cedar	Mature	12	800	Normal	Good	No observations / comments	No action required	N/A
5604	Western Red Cedar	Mature	15	2 x 700	Normal	Good	No observations / comments	No action required	N/A
5605	Lawson Cypress	Young	8	300	Normal	Good	No observations / comments	No action required	N/A
5606	Deodar Cedar	Young	9	320	Normal	Good	Low hanging crown	Crown lift to 3m	Low
5607	Lawson Cypress	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A
5608	Western Red Cedar	Young	8	350	Normal	Good	No observations / comments	No action required	N/A
5609	Cotoneaster	Middle aged	6	Avg. 100	Normal	Good	Multi-stemmed from base	No action required	N/A

G1 5610- 5631	Lime	Middle aged	12	600	Normal	Good	Small amount if significant deadwood throughout crowns	No action required	N/A
5632	Beech	Middle aged	12	600	Normal	Good	No observations / comments	No action required	N/A
5633	Weeping Ash	Mature	6	700	Fair	Fair	Poor form typical to species	No action required	N/A
5634	Lawson Cypress	Middle aged	8	2 x 250	Normal	Good	No observations / comments	No action required	N/A
5635	Holly	Middle aged	4	380	Normal	Good	No observations / comments	No action required	N/A
5636	Lawson Cypress	Middle aged	9	800	Normal	Good	No observations / comments	No action required	N/A
5637	Lawson Cypress	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A

5638	Lawson Cypress	Middle aged	13	480	Normal	Good	No observations / comments	No action required	N/A
5639	Western Red Cedar	Mature	14	1500	Normal	Good	No observations / comments	No action required	N/A
5640	Lawson Cypress	Middle aged	10	3 x 400	Normal	Good	No observations / comments	No action required	N/A
5641	Lawson Cypress	Middle aged	10	450	Normal	Good	Low hanging crown	Crown lift to 2m	Low
5642	Lawson Cypress	Mature	11	800	Normal	Good	No observations / comments	No action required	N/A
5643	Lawson Cypress	Middle aged	9	500	Normal	Good	Low hanging crown	Crown lift to 2m	Low
5644	Lawson Cypress	Middle aged	10	500	Normal	Good	No observations / comments	No action required	N/A
5645	Lawson Cypress	Middle aged	11	450	Normal	Good	No observations / comments	No action required	N/A

5646	False Acacia	Middle aged	10	600	Fair	Fair	Ivy throughout crown. <i>Laetiporus sulphureus</i> fruiting body as base	Reduce height to 5m	Medium
5647	Lawson Cypress	Middle aged	11	550	Normal	Good	No observations / comments	No action required	N/A
5648	Lawson Cypress	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A
5649	Lawson Cypress	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A
G2 5650- 5675	Ash Lime Lawson Cypress Beech	Middle aged	10	450	Normal	Good	No observations / comments	No action required	N/A
G3 Unta gged	Leyland Cypress	Young	4	150	Normal	Good	No observations / comments	No action required	N/A
5676	Narrow Leaved Ash	Middle aged	9	500	Normal	Good	Insignificant deadwood throughout crown	No action required	N/A

5677	English Oak	Young	7	200	Normal	Good	No observations / comments	No action required	N/A
5678	Narrow Leaved Ash	Middle aged	8	450	Normal	Good	Insignificant deadwood throughout crown	No action required	N/A
5679	Lawson Cypress	Young	5	180	Normal	Good	No observations / comments	No action required	N/A
5680	English Oak	Young	6	180	Normal	Good	No observations / comments	No action required	N/A
G4 Untagged	Irish Yew	Young	4	100	Normal	Good	Tree 118 has been removed	No action required	N/A
5681	Lawson Cypress	Young	7	400	Normal	Good	No observations / comments	No action required	N/A
5682	Lawson Cypress	Young	7	400	Normal	Good	No observations / comments	No action required	N/A
5683	Lawson Cypress	Young	7	400	Normal	Good	No observations / comments	No action required	N/A

5684	Lawson Cypress	Young	7	400	Normal	Good	No observations / comments	No action required	N/A
5685	Lawson Cypress	Young	7	400	Normal	Good	No observations / comments	No action required	N/A
G5 Unta gged	Holly Box Elder Maple	Young	5	180	Normal	Good	No observations / comments	No action required	N/A
G6 Unta gged	Irish Yew	Young	2	80	Normal	Good	No observations / comments	No action required	N/A
Unta gged	Field Maple	Young	4	120	Normal	Good	Too small to tag	No action required	N/A
G7 Unta gged	Norway Maple	Young	4	150	Normal	Good	No observations / comments	No action required	N/A
G8 5686- 5699	Lime	Young	7	350	Normal	Good	No observations / comments	No action required	N/A
5700	Ash	Young	6	200	Fair	Good	Low vigour	No action required	N/A
5701	Narrow Leaved Ash	Young	7	300	Normal	Good	No observations / comments	No action required	N/A

G9 Untagged	Lawson Cypress	Young	4	200	Normal	Good	No observations / comments	No action required	N/A
5702	Norway Maple	Young	5	130	Normal	Good	No observations / comments	No action required	N/A
Untagged	Leyland Cypress	Young	5	200	Normal	Good	No observations / comments	No action required	N/A
G10 Untagged	Rowan Lawson Cypress Lime Walnut	Young	4	150	Normal	Good	No observations / comments	No action required	N/A
5703	Narrow Leaved Ash	Middle aged	8	450	Normal	Good	No observations / comments	No action required	N/A
5704	Holm Oak	Young	7	400	Normal	Good	No observations / comments	No action required	N/A
5705	English Oak	Young	8	400	Normal	Good	No observations / comments	No action required	N/A
5706	Deodar Cedar	Young	9	450	Normal	Good	Tight union at 1m	Monitor condition	N/A

*Approved by: [Council Name]*

*Date of Approval: [Insert Date]*

*Review Date: [Insert Date]*