

## **Ripley Cemetery**



## **Management Plan**

**Amber Valley Borough Council**

**Ripley Cemetery**  
**Amber Valley Borough Council**  
**Management Plan 2010 - 2015**

Document history		
Date Written	Description	Author (s)
2010	Management Plan 2010 - 2015	AVBC
2011	Management Plan 2010 – 2015 update	AVBC

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## **Executive Summary**

Amber Valley Borough Council is committed to providing high quality parks and open spaces throughout the Borough, this is being achieved from the re-organisation of the former Parks and Grounds Maintenance Department, to the Landscape Services Department, which was implemented in April 2006.

Landscape Services Section embarked on what was the most fundamental change Amber Valley has seen for some time, radical improvements have been carried out to Parks and Open Spaces, which have enabled the Borough Council to apply for Green Flag Awards where appropriate.

In 2008 Amber Valley Borough Council had to make significant saving to their revenue budgets, this resulted in a restructure, Landscape Services are now responsible for buildings, so all changing rooms, cemetery lodges and toilets are under the same management structure.

In 2011 Amber Valley Borough Council were successful in holding four Green Flags with plans to achieve six in 2012.

The completion of the Parks and Open Spaces Strategy in Dec 2011 will give a rounded strategic approach, giving the tools necessary to achieve Amber Valley Borough Councils strategic aims.

Ripley Cemetery is the first cemetery to be submitted for a Green Flag by Amber Valley Borough Council, it is on the fringe of the town centre but is easily accessed by local people, and visitors, it is an important historical asset to the Council and local community; the Borough Council works with the Community and other partners to ensure this cemetery is developed to its full potential.

This management plan is written as a strategic overview and also looks outwardly to the wider environmental, social and economic agendas affecting open space, the plan will also enable the Council, and partners to keep focused on future strategic aims for the Parks and Open Spaces and will update and amend annually to reflect developments and changing priorities.

## Chapter 1

### Introduction, background & context

#### 1.0 Introduction and background

##### 1.1 Summary of the management plan

This management plan is to be used in conjunction with other corporate documents to ensure the future development of Ripley Cemetery. Amber Valley Borough Council has made a commitment to improve its Parks and Open Spaces and to pursue Green Flag status as a means of continuous improvement.

##### 1.2 Format

The plan is set out in four distinct sections, which provide the following:

- A general background history of the cemetery and how it fits into the Council's policy aims and objectives;
- Where the cemetery is currently and an assessment of strengths and weaknesses following Green Flag judging criteria;
- Management needs and future objectives to improvement of the cemetery;
- A five-year action plan of improvement and an evaluation programme.

##### 1.3 Target audience and usage

The primary users of the management plan will be council officers and maintenance staff to ensure continuous development and improvement and to prevent deviation from the consultation framework written into the plan. Furthermore the plan will be used by partners for information and for them to understand key issues and development progress.

#### 2.0 Vision

The vision for Ripley Cemetery is to protect and promote the memorial and landscape heritage, and to provide a pleasant and tranquil area for people to grieve and reflect.

#### 3.0 Aims

The development of Ripley Cemetery has been identified through the Council's Corporate Aims, Landscape Services objectives and through consultation with the wider community. All development works have been undertaken following the Green Flag judging criteria as follows:

- *To provide a welcoming place for members of the community and visitors.*

- *To provide a safe, healthy and secure place for all users.*
- *To achieve a consistently high standard of cleanliness and maintenance.*
- *To promote and demonstrate environmental sustainability.*
- *To protect and promote the heritage and conservation value.*
- *To enable community participation and involvement.*
- *To promote the cemetery by maximising marketing opportunities, thus raising the profile in a sympathetic way.*
- *To ensure effective management and corporate support.*

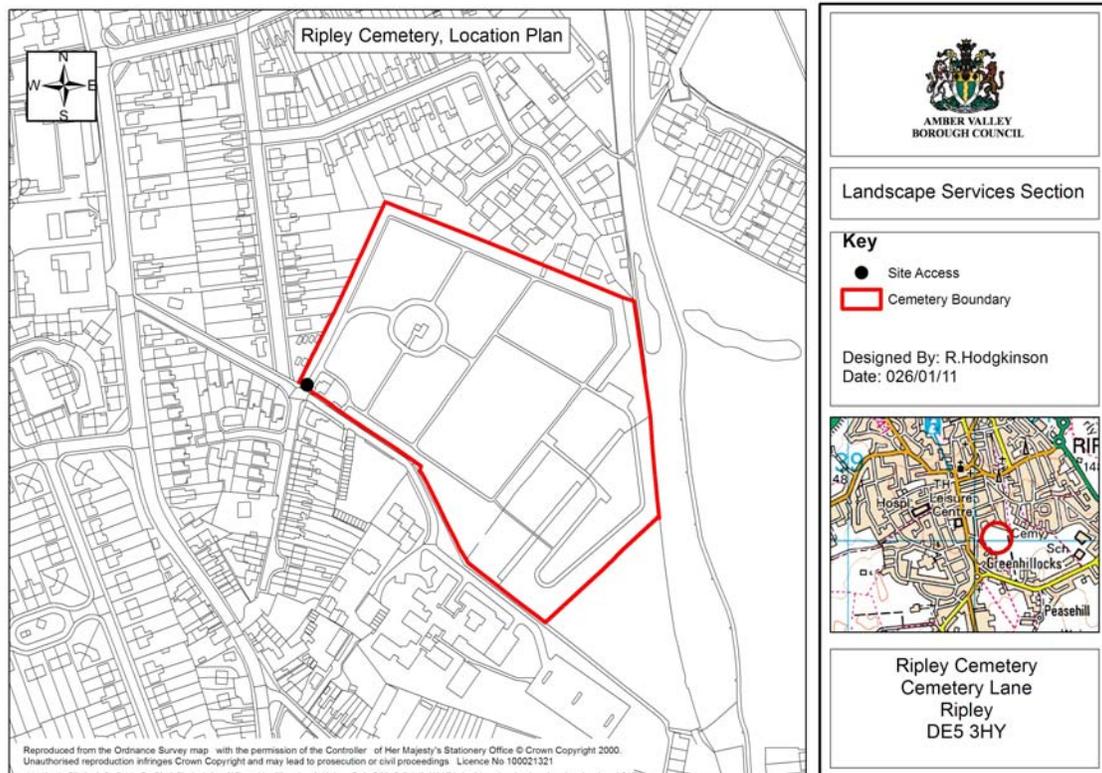
#### 4.0 Site Name

Under the new Cemetery Act decreed by Queen Victoria it was agreed that the Township of Ripley should have its own burial ground.

#### 5.0 Location & Size

Ripley Cemetery covers an area of 4.17 hectares and is located on the south west side of Ripley Town Centre, It is easily accessible from the centre of town having 1 main entrance off Cemetery Lane, which can be found off Derby Road B6179.

Grid Reference: SK 400 500



## 6.0 Site Description

### 6.1 Background

The Cemetery opened in 1858 under the management of members of the burial board, and ownership was with the Township of Ripley. All burials had previously taken place in the Parish of Pentrich.

### 6.2 Context within green space network

Ripley Cemetery is only a short walk from the market town of Ripley, which has a mix of retail and commercial premises and is surrounded by an urban mix of housing.

### 6.3 Landscape Zones

The cemetery has a mix of landscape features, which are typical of a Victorian cemetery and are listed below.

#### 6.3.1 Trees

The cemetery has a good stock of mature and semi mature trees, some of which were planted in 1858 when the cemetery was first laid out. Further planting has taken place as the cemetery has been extended over the years. Care is taken to maximise burial space whilst still allowing tree planting.



There is an attractive line of Hornbeams, which separate sections.

#### 6.3.2 Memorials

The memorials in the cemetery clearly show the change in styles from 1858 through to modern times, some of the early head stones have eroded over time and are no longer legible.



### 6.3.3 Gate House

The gatehouse is owned by the council and rented out to a private tenant, the gates and entranceway are still maintained by the Council and are a welcoming entranceway with notice board and site plan.



### 6.3.4 Landscape Features

**Flowerbeds** – There are flower beds on the central island, with permanent feature planting of ornamental grasses in the centre with a band of annual flowers around the perimeter to provide changeable seasonal colour and hanging baskets on an ornamental metal hanging basket tree at the entranceway.

**Boundaries** – the boundaries are mainly hedging, some areas are traditional hawthorn and others are yew.

**Headstones** – The older part of the cemetery has very traditional and interesting headstones.

## 7.0 Land Tenure

Ripley Cemetery is owned by Amber Valley Borough Council, and is managed by the Landscape Services Section of the Environmental Services Department.

## 8.0 Legal Factors

### 8.1 Byelaws

There are no specific byelaws relating to Ripley Cemetery. However, there is a legislative framework covering the cemetery which addresses and controls behaviour and activities within public green spaces. The following legislations are applicable:

Legislation	Relevance	Responsibility
The Dogs (fouling of land) Act 1996	Fines, education and disposal	AVBC
Crime and Disorder Act	Community safety, nuisance and anti social behaviour	Police
Disability Discrimination Act 1995	Access and participation	AVBC
Occupiers Liability Act	Health and Safety for Visitors	AVBC
Road Traffic Act (various)	Illegal access by	Police

	motor vehicles including motorbikes and mini motos	
Environmental Protection Act 1990	Litter, Fly Tipping and abandoned vehicles	AVBC

**Table 1. Legislative framework**

## 8.2 Public Rights of Way

There are no public rights of way through the cemetery

## 8.3 Covenants

Covenants and Restriction at **Appendix 6**

## 8.4 Designations

The area is designated as a cemetery in the local plan

## 8.5 Easements

There are no known easements on the site

## 9.0 Local Demographics

### 9.1 Introduction

Amber Valley Borough has a population of 121,600; this figure is based on the 2001 census and has since been updated during June 2010. Ripley Cemetery falls within the electoral ward of Ripley but serves the wider community of Amber Valley.

### 9.2 Population Data

Local population data, the main users of the park.

Ward	Male Population	Female Population	Total Population
Ripley	4,253	4,410	8,663
Ripley & Marehay	2,799	3,040	5,839
<b>Total Population for Ripley</b>			<b><u>14,502</u></b>

**Table 2 – population data**

### 9.3 Employment Data

Amber Valley has an employment figure of 54,657, these figures were obtained from the 2001 census and were taken from the National Statistics website.

## **9.4 Tourism**

In 2010 the Tourism Economic Impact Assessment was carried out and provided key figures for the number of visitors to the Borough. Figures show that during this assessment a total of 3.816 million visitors came to the Borough.

Although there are no official figures for visitors to the cemetery the cemetery does offer visitors a place to reflect and enjoy the beauty of the surroundings.

## **10.0 History**

### **10.1 In the Beginning**

Previous to 1858 all burials had taken place in the Parish of Pentrich. Under the new Cemetery Act decreed by Queen Victoria it was agreed that the Township of Ripley should have its own burial ground.

The piece of land originally 4 acres was purchased for the sum of £150 per acre from Mrs Sarah Bower, a widow. The transaction took place on 16 July 1857.

Works to construct the access, entrance, railings, boundary walls, shrub planting and the construction of two chapels including a bell tower were carried out. Three traditional lawned sections, A, B and C were created, and in 1858 the first burial took place which was James Watson, 45 years old, died on 10<sup>th</sup> March 1858

The two chapels which stood on the circular mound have long since disappeared, perhaps to make way for the Garden of Remembrance area created in the 1970's. Little evidential information of these chapels exists.

On 1 April 1974 the Burial Board ceased to exist under the provisions of the Local Government Act 1972, the title deeds and balances were handed over in good faith to the District Council. Since that time the cemetery and adjoining land has been administered by the District Council, now known as Amber Valley Borough Council.

### **10.2 Recent History**

Over the years more land was purchased and the cemetery has gradually expanded, creating new sections ie. OGB, NGA, NGB, NGC, OGA, and NGX

The passage of time has seen slight changes, more requirement for land, more emphasise on 'customer' requirements and environmental management. The original traditional lawned cemetery is developing, working with the Institute of Burial and Cremation Administration (IBCA) to improve standards and provide more information and choice for the bereaved.

During the 1970's the first Garden of Remembrance was introduced to allow a dedicated area for the burial of cremated remains. As this has filled up over the years a new area has been created within the latest extension.

## **11.0 National Context**

In developing the Management Plan for the cemetery, it is important to recognise the current political and policy context Parks and Landscape Managers are operating within. These national strategic contexts set out the framework and determine the aims and objectives for future management of parks and open spaces. A number of current policy guidance notes and publications are relevant and are listed below:

### **11.1 The Big Society**

The three strands to The Big Society:

#### **Public sector reform.**

Fundamental Actions

A right to know – Transparency and Public accountability

A right to Challenge – so consumers never again feel powerless to challenge the way public services are deployed

Turning Government on its head – so it works for communities not just for ministers.

#### **Community empowerment.**

Locally led innovation , allowing and supporting local communities to be empowered to help themselves make improvements in areas important to them.

#### **Philanthropic action.**

Helping others to achieve their goals, by sharing information and best practice, working together to support

Others to make the improvements and changes they want.

### **11.2 A guide to producing parks and green space management plans**

A guide produced by Cabe Space, which sets out a structure for writing Management Plans to help future management of our Green Spaces.

### **11.3 Green Space Better Places**

A report published by the Department for Transport, Local Government and the Local Regions to encourage better parks and public green spaces.

The report shows how public green spaces have suffered a severe decline in the past 20 years. The report was presented to the former government highlighting the decline, displaying the need by all sectors of society to work together achieving better planning, design, managing and maintaining our green spaces. The presentation was made in the hope of producing a national strategy for parks and green spaces.

The former government's response to the presentation was published in 2002 by the Living Places: Cleaner, Safer and Greener documentation, including a 5-year Strategic Framework for the improvement to public green spaces.

This ethos has been adopted by AVBC and is driving Landscape Services and the Planning Section into providing good quality, accessible public open space, not only in parks but also the highways, cemeteries and town centres.

#### **11.4 Manifesto For Better Public Spaces**

Launched in March 2004 by Cabe Space to create a national consensus and make quality Parks and public green spaces a political and financial priority. Research for Cabe Space has shown that 85% of people believe that the quality of green spaces have a direct impact on their lives. The manifesto show how community involvement can be introduced in to local green spaces.

AVBC has six/seven Friends Groups associated with Parks and Local Nature Reserves throughout the Borough, and have also carried out extensive consultation with the public and associations for the Play Strategy and as the basis of the Parks and Open Spaces Strategy.

#### **11.5 Parks Need Park Force**

Cabe Space have research that shows on-site presence of a park attendant makes park users feel safer. Amber Valley have taken the "Parkforce Pledge" recognising the value of having staff presence on our public open spaces. We feel that this presence will encourage people back into our green spaces.

As a member of Parkforce we pledge to:

- 1 Help make our park a safe, clean and beautiful place.
- 2 Contribute to the health and well being of local people.
- 3 Contribute to the quality of the natural environment.
- 4 Make visitors feel welcome and help them to learn more about my park.
- 5 Work as part of a team to make my park a place to be proud of.

#### **11.6 Park Life, Urban Parks and Social Renewal**

A report by Comedia in association with Demos, based upon the largest survey of park use ever undertaken within the UK. This report examines past management and funding of parks, asking why so many of them seem to be so poorly cared for. These studies have been produced to make a new vision for urban parks. The reorganisation of the Landscape Services Section has meant the trend of Parks to decline has been halted, the improvement process will take time but this is a positive step forward for the Parks and Open Spaces in Amber Valley.

#### **11.7 Parks and Green Spaces: Engaging the Community**

Published by Greenspace in 2002 as a guide for local authorities outlines the reason for engaging local communities and encouraging community participation in the management and development of parks and open spaces. The guide suggests that:

Community engagement is not about reaching an end point but is a dynamic process requiring high and substantial levels of involvement;  
It is important to establish the reason for engaging the community;  
Community based activities ought to compliment the aims of the organisation;  
Developing site management plans in partnership with the community helps to ensure ownership.

Linking community groups together as part of a wider supportive umbrella can add more support to the local authority.

The Borough Council for many years and have used their connexions with the local community to undertake consultation to ascertain the needs and requirements of the local community on various issues relating to the park. This included a master planning exercise and workshops with local people to inform the improvements.

### **11.8 Parks and Squares Who Cares?**

In response to the Manifesto for Better Public Places, Cabe Space's public consultation asked what people think about parks and public open space. This gives a real insight into how people want their local authorities to deliver the following promises:

- Management and maintenance.
- Community resource.
- Space for nature.
- Leisure and relaxation.
- Design quality and cultural heritage.
- Health and well-being.
- Local economy.

The analysis made by Cabe shows there is a huge demand for high quality well designed and maintained parks and public open spaces. People do not want to see these as short-term improvements but for them to become a year-round commitment.

AVBC are undertaking extensive consultation to inform the parks and open spaces strategy, but ensuring key areas around important parks and cemeteries are targeting to further inform the management plans for the individual parks and open spaces concerned.

### **11.9 Policy Planning Guidance No17 (PPG17) and Assessing Needs and Opportunities: A companion guide to PPG17**

Originally published by the former Officer of the Deputy Prime Minister (ODPM, now the "Communities and Local Government" from may 2006).

The policy planning guidance sets out the policies needed to take into consideration by regional planning bodies in the preparation of regional planning guidance and by local planning authorities in the preparation of development plans.

The guide sets out the government objectives for open space and recreation and views firmly in achieving the following:

- Networks of high quality, accessible open spaces, which are economical, and environmentally sustainable and meet local needs.
- An appropriate balance between new and the enhancement of existing open space provision.
- Deliver clarity to the developers in relation to the requirements and expectations of the local planning authorities.

Local planning authorities are required to demonstrate that open space and recreation meets the local demand based upon Accessibility, Quality, Multi functionality, Primary Purpose and Quantity.

The Borough council have recently updated their Supplementary Planning Documents to give a clear direction to developers what the needs and expectations are for Amber Valley.

#### **11.10 Start With the Park**

A Cabe Space publication produced in July 2005 as a good practice guide for the creation and care of green spaces. The guide offers advice in creating sustainable green spaces where people like living and want to stay, creating a happy and healthy community in areas of housing growth and renewal.

#### **11.11 The Value of Public Space**

A Cabe publication aimed to provide the key facts of the many ways to improve public open space and enrich our lives. The guide provides the information needed to make a case for better quality green space, presenting evidence of the huge benefits of investing in and caring for our public open spaces.

### **12.0 Local Strategic Context**

This management plan sits alongside the wider strategic context of other Amber Valley Borough Council Policies and Documents currently in place. The Councils aim is to achieve the objectives of the strategic framework set out within the following Policies and documents that are appropriate for Ripley Cemetery.

#### **12.1 Amber Valley Borough Council Values**

##### **Amber Valley Borough Council Strategic Objectives**

The Council has agreed a number of Strategic Objectives on which it will focus service delivery.

**Making a Difference Corporate Improvement Plan 2010 – 2012** is as follows: -

Vibrant Local Governance – meeting our values

Sustainable Housing

A Sustainable Clean, Green and Safer Borough

Healthier and Equal Communities

Thriving Economy and Employment

### **Council's Five Core Values**

To deliver these objectives the council has adopted five core values, which are at the heart of everything we do to achieve the vision for the Borough:

- Excellent People Focus
- Deliver value for money services through innovation
- Progressive partnership working
- Decision making of the highest standard
- Sustainability

Overarching vision is:

**'To Improve Community Well-being'**

### **12.2 Business Plan**

Landscape Services produces an annual Business Plan, which clearly outlines the aims of the service, identified within the Plan are the improvements, which are to be made throughout the year and targets for the future. Identified below are the service aims:

- Continuous improvements in standards of environmental maintenance across the Borough.
- Continuous improvement in the quality of Parks, Playgrounds and other areas of open space.
- Improved customer access to Landscape Services facilities.
- Continuous reductions in the environmental impact of landscape Services operation and facilities.
- Reduce the incidence of enviro-crime.
- A vibrant, healthy and safe tree stock throughout the Borough.
- Maximised external income opportunities to support service aims.
- Continuous improvement in levels of customer care and satisfaction.

### **12.3 Community Safety Strategy**

Amber Valley Community Safety Partnership recognise the impact that crime and the fear of crime can have upon the quality of life.

Strategic priorities are as follows:

- To reduce the incidence of anti-social behaviour.
- To reduce the incidence of theft of and theft from vehicles.
- To reduce the incidence of domestic burglary.
- To reduce violent offending.

A number of youth diversionary schemes have been launched in the borough, aimed at reducing crime committed by young people, such as multi user games area activities, the County Youth bus attending parks and actively engages young people. The strategy is supplemented by detailed action plans, which provide a template for partners to follow in working towards the targets. The action plans will be reviewed annually to ensure continual progress is being made towards meeting the targets.

#### **12.4 Environmental Strategy**

The Council's Environmental Strategy has been produced with the aim of improving the quality of life for people who live and work in the Borough. Local, national and regional strategies have been taken into account when preparing this document.

The strategy covers a wide range of issues which all have an impact on the environment:

- Climate change / energy
- Material resources / waste
- Physical landscape, including street scene, public spaces
- Biodiversity
- Air
- Water
- Soil

Within the Environmental Strategy three areas have been identified as priorities, they are:

- Climate change / energy
- Material resources / waste
- Physical landscape, including street scene, public spaces

The Landscape Services Section lead the Physical landscape section of the Strategy and have incorporated fundamental considerations in regard to new developments throughout the Borough, using Supplementary Planning Documents as the driver.

#### **12.5 Open Space Strategy**

This Strategy is to be completed by February 2012. Extensive consultation with the public, our partners and stakeholders have been carried out from April 2007. Once collated this information will be used immediately to steer the development and provision of open space as a whole.

## 12.6 Regeneration Strategy 2005-2015

Amber Valley have developed a set of shared outcomes to achieve the vision of a thriving economy.

A key outcome within this strategy is to develop prosperous market towns. Ripley Cemetery is an integral part of Ripley.

## 12.7 The Local Plan

Amber Valley Borough Local Plan was adopted on April 2006 and was prepared in accordance with the requirements of the Town and Country Planning Act 1990.

The Plan sets out the planning policies and proposals for Amber Valley up to the year 2011.

The proposals map shows Ripley Cemetery as a burial ground

## 12.8 Value for Money 2005

Amber Valley Borough Council is committed to ensure that value for money is delivered from all activities. Value for Money has traditionally been described in terms of the 'Three Es', which the council aim to deliver:

- **Economy:** Maximising the impact of resources for park and public open space management.
- **Efficiency:** Performing tasks well.
- **Effectiveness:** The extent to which objectives are met.

New Government Policy in 2010 is still being developed in respect of efficiency and savings, this Amber Valley Borough Council is committed to making the right saving which will impact on the public as little as possible.

## 12.9 Service Development Process

Aim	Objective	Success/End outcome
Obtain baseline information on all parks and open spaces using the Green Flag criteria	Continue to undertake site audits. Assess funding requirements to enable these to be brought up to an appropriate standard.	A rolling program of development
Ensure all open spaces are accessible, clean and well maintained	Five parks upgraded in the next three years. DDA assessments undertaken	Obtain at least 4 green flags by 2013
Ensure the publics	Ensure comprehensive	Production of a Parks

<b>needs are met in the provision of parks and open spaces</b>	<b>consultation with the public, partners and stakeholders</b>	<b>and Open Spaces Strategy by December 2011</b>
<b>Maximise Revenue</b>	<b>Develop a fees and charges policy through consultation. Investigate concessions on parks.</b>	<b>As above.</b>

Table 6. Proposed aims & objectives that will contribute to the continued development of Ripley Cemetery.

## Chapter 2 Where are we now?

### 13.0 Introduction

Amber Valley Borough Council have made a commitment to improve parks and open spaces throughout the Borough using the Green Flag criteria as a benchmark on quality and sustainability, for each criteria section there is a summary and a table indentifying strengths, weaknesses, opportunities and threats.

### 14.0 The Green Flag Award

The Green Flag Award is managed by Keep Britain Tidy. The scheme has been running for over 10 years and had become a recognised national standard for publicly accessible parks and open spaces.

It is a quality award recognising well maintained green spaces and encourages high standards to be achieved and sustained.

The eight judging criteria are as follows:

- A Welcoming Place
- Healthy, Safe and Secure
- Well Maintained and Clean
- Sustainable
- Conservation and Heritage
- Community Involvement
- Marketing
- Management

### 15.0 A Welcoming Place

#### 15.1 Welcoming

The gates at the main entrances to the cemetery have been refurbished to improve their appearance, and to ensure they survive for many more years.

A member of staff is based on site full time to



promote a feeling of well being, and support for the visitor.

There is a notice board by the main gates which includes a site plan and other relevant information.

### 15.2 Good and Safe Access

The cemetery is generally level; some areas of pathway are uneven where tree roots have affected the upper surface. The cemetery has one access point, onto Cemetery Lane.

### 15.3 Signage

Site specific signage is provided at the entrance. The sign shows the name of the cemetery, approved / discouraged activities and contact details.

Appropriate signage is also located to direct vehicles around the cemetery to ensure efficient traffic flow.

### 15.4 Equal Access for All

The paths within the cemetery are generally level and the entranceway is wide enough to accommodate pushchairs and wheelchairs.

Benches are provided throughout the cemetery to sit, rest and reflect.



Vehicles are allowed within the cemetery which aids access to graves for all. Small parking areas are provided which ensures free traffic flow throughout the cemetery at all times and prevents grassed areas being spoilt by vehicles.

<b>Strengths</b>	<b>Weaknesses</b>
Level site with good access point. Benches throughout the site. Parking provision is available.	No disabled parking provision Small car-park area
<b>Opportunities</b>	<b>Threats</b>
Warden Patrols to deter dog mess and litter. Disabled Parking Provide pedestrian only pathways	Cemetery closed to vehicles at weekends to alleviate pedestrian and vehicle conflict

## **16.0 Healthy, Safe and Secure**

Amber Valley Borough Council has a legal responsibility and is committed to ensuring employees and visitors who visit or work within parks, cemeteries and surrounding areas can do so safely.

All relevant employees are trained accordingly to carry out specific duties within parks and cemeteries, volunteers are trained and supervised when carrying out activities such as litter picks or marshalling on event days.

All relevant regulations and best practice are adhered to:

- Risk Assessments
- COSHH Assessments
- Safe Working Procedures
- Safe chemical storage, application and disposal PA 1-6 (where chemicals are used)
- Specific training and certification – e.g. chainsaw use, playground inspections.
- Recognised First Aiders
- A regular inspection regime

The cemetery is locked at dusk and is reopened by 8.00am in the morning. The locking of the gates is carried out by the occupant of the gatehouse, prior to locking a tour of the site takes place to ensure all visitors have left the site. Arrangements are in place with other staff to lock the site when the gatehouse occupant is away on holiday.

Staff on site work on a rota system, if site based staff are on a rest day any burials and inspections are carried out by staff from other areas. These on-site staff are able to carry out minor repairs and are a first point of contact for members of the public who have queries or complaints. Should the on-site staff be unable to assist with this then the dedicated bereavement officer will be contacted. The bereavement officer is a post dedicated to ensuring the efficient running of the cemetery and assisting with identifying improvement works to the cemeteries. The booking of burials and arranging for masons to attend to carry out works are also carried out by the bereavement officer.

### **16.1 Equipment and facilities**

There is a detailed maintenance regime in place to ensure standards within the cemetery are consistent. (Appendix 1)

- General daily inspection of the cemetery and any issues of vandalism considered a hazard or offensive graffiti are dealt with within 24 hours of receiving the report.

Amber Valley Borough Council operates an out of hours service for emergencies, which can be accessed through the main switchboard.

## 16.2 Personal safety

The cemetery has dedicated cemetery workers throughout the year, this ensures problems are dealt with quickly and allows the public to feel safe and secure.

### Generic Risk Assessment

Item	Hazard	Seriousness of potential injury	Likelihood of injury occurring	Control measures
Paths	1. Slipping and tripping	Low	Medium	The paths are kept clean and are in a good condition.
Trees	1. Falling branches 2. Falling from branches. 3. Low branches	1. Medium 2. Medium 3. Medium	1. Medium 2. Medium 3. Medium	Trees are inspected regularly and maintenance or felling carried out as necessary.
Dogs	1. Attack from a dog 2. Contact with dog mess	1. Low 2. Medium	1. Medium 2. Medium	Dog safety is promoted through the community warden scheme and dogs must be kept on a lead.
General Public Safety	1. Visitors becoming ill or suffering a minor injury. 2. Anti-social behaviour and crime	1. Medium 2. Medium	1. Low 2. Low	Trained staff on site, close to the town centre amenities

## 16.3 Dog Fouling

Under the Clean Neighbourhoods and Environment Act 2005 the Council has the power to issue Fixed Penalty Notices to anyone found to be allowing their dog to foul the land. Enforcement of the law is carried out by the Neighbourhood Wardens. Dogs must be kept on a lead in the cemetery.

## 16.4 Provision of quality facilities

Operational staff are on site to assist visitors, the cemetery is well maintained. The cemetery office located within the gatehouse has been refurbished to provide a more relaxed and informative area for visitors who require information. A new modern welfare facility has been provided for staff. Toilets are available for visitors, this is located adjacent to the main entrance attached to the gatehouse.

## 16.5 Promoting Well Being

The cemetery is well used on a daily basis from people walking their dogs, and visiting graves.

Connecting footpaths within the site allow for circular routes

There are plenty of seats to sit and relax in all areas of the cemetery  
Waste bins are provided at regular intervals throughout the cemetery.

### 16.6 Memorial safety

A continuing programme of assessment on memorials is carried out. Memorials are tested for stability by trained staff using a recognised recording system. High risk memorials will be made safe initially by cemetery staff using the most appropriate method, every reasonable effort is then made to contact the owner. Memorials must be reinstated to a NAMM (National Approved Memorial Mason) approved system by a registered mason. If the owner cannot be found then the Council will retain the memorial in the most appropriate manner.

Strengths	Weaknesses
Full time members of staff. Risk Assessments carried out. Dog enforcement implemented. Close working relationship with local police	Old Memorials not maintained by owners
Opportunities	Threats
	Vandalism of facilities.

## 17.0 Well Maintained and Clean

### 17.1 Litter and waste management

The operational staff carry out litter management within the cemetery, this includes the emptying of litter bins. It is also the duty of the operational section to carry out any maintenance on the cemetery. Segregated disposal bins are provided for flower waste and plastic bottles. Non recyclable flower waste such as packaging is collected by other staff for disposal off of site.



### 17.2 Grounds maintenance and horticulture

Maintenance schedules are followed to ensure borders are well kept and grass cutting is done regularly. (Appendix 1)

### 17.3 Building and infrastructure maintenance

On site staff can action minor repairs immediately. Large problems are made safe and reported and dealt with as quickly as possible by specialist staff or contractors. The Councils property surveyor works within landscape services so staff have ready and efficient access to him for non minor repairs and improvements. A new staff facility has been installed to replace the ageing previous facility. The Property Surveyor carries out regular inspections and has maintenance regimes for painting

and regular inspections for fixe and portable electrical testing and legionella testing on the water supply.

#### 17.4 Equipment maintenance

The site is inspected daily by operational staff.

<b>Strengths</b>	<b>Weaknesses</b>
Full time members of staff. Risk Assessments carried out. Dog enforcement implemented. Building Maintenance controlled by Landscape Development	Reliant on contractors for building maintenance.
<b>Opportunities</b>	<b>Threats</b>
Opportunity to look at improved environmentally friendly maintenance techniques.	Disposal of the gatehouse to private ownership

### 18.0 Sustainability

The Borough Council adopted the Environmental Policy in April 2007, there is also an environmental Partnership consisting of AVBC, Derby and Derbyshire Groundwork, Derbyshire Wildlife Trust, and Derbyshire County Council, linking with local businesses, schools and other authorities such as the Police.

The new policy was launched in April 2007 outlining best practice and giving practical advice to all on how they can do their bit, this has been delivered to businesses and organisations throughout Amber Valley.

Landscape Services are lead on the Landscape elements within the Strategy, details of how the Strategy is promoted can be found in Supplementary Planning Documents where developers and partners are directed to ensure they work to the AVBC ethos on sustainability.

#### 18.2 Pesticide and Herbicide use

Generally herbicide and pesticide use is kept to a minimum, but are used where conditions dictate such as in the control of invasive weeds such as Japanese Knotweed. Staff applying chemicals are trained as per legislation dictates.

#### 18.3 Peat use

Amber Valley uses reduced peat compost in regards to all its annual bedding. Recent changes have seen a reduction in the quantity of seasonal bedding used throughout the cemetery. Although the flower beds have remained permanent planting has taken place in the centre of the beds leaving a border of seasonal planting to give colour and impact. Drought resistant plants have been used for permanent planting and the bed mulched to reduce water loss and weed

competition. Seasonal bedding focuses on drought tolerant planting. Hanging baskets have water retention polymer incorporated into the compost to reduce the amount of irrigation required.

#### 18.4 Waste minimisation

Changes in operational procedure means the Council implementing changes in green waste management, a composting area, screened from public view has been created at the cemetery so that green waste generated on site can be recycled on site thus reducing transport costs and associated environmental pollution.

#### 18.5 Arboricultural and woodland management

The Council's Trees and Conservation Officer maintains the Borough's tree stock, trees within the cemetery are monitored on a regular basis, tree planting is kept in keeping with the landscape

<b>Strengths</b>	<b>Weaknesses</b>
Development commitment to the Environmental Policy and partnership. Dedicated Arboricultural Officer. Use of pesticides and herbicides kept to a minimum. Commitment to reduce peat use. Choice of planting reflects climate change. Water retention polymer used in hanging baskets.	Lack of capacity within the Arboricultural Team to undertake site specific management plans.
<b>Opportunities</b>	<b>Threats</b>
Explore new peat free products with the nursery	Failure of reduced peat products to perform.

### 19.0 Conservation and Heritage

#### 19.1 Natural features, wildlife and flora

The cemetery does not hold a high nature conservation value, however, there is a diverse range of garden fauna within the older part of the cemetery. Opportunity exists within the older part of the cemetery for maintaining some areas as wildflower meadow, although care needs to be taken and interpretation provided so that the areas do not look unkempt. There is a wide range of flora within the cemetery, generally as a result of ornamental plantings on graves. In the newer areas this is allowed through the issuing of an annual licence for a garden on a grave. In the older parts of the cemetery there are no current gardens on graves. Bird and Bat boxes would be a positive step forward to encourage more species. Opportunity exists for a full flora and fauna survey of the cemetery.

## 19.2 Landscape features

The cemetery provides residents and visitors a place to relax or enjoy a tranquil environment. It has a variety of mature/semi-mature trees and the planting is traditional and in keeping with this type of cemetery.

The heritage features are the gates, gatehouse and memorials, which are important to local people.

## 19.3 Heritage features

The gatehouse and gateway on the main entrance to the cemetery, and the mature trees are important historical features being part of the initial layout in 1858. The gatehouse originates from the beginning of the cemetery and apart from internal modernisation has changed little over the years.

## 19.4 Buildings and structures

The cemetery is situated to the south-west of the Town Centre and is only a short walk away. The buildings are part of the heritage of the site. The memorial headstones show the range of styles covering the past 150 years of design style and taste. The change in memorial styles can be seen as you travel through the cemetery from the ornate memorials of the 19<sup>th</sup> Century as you enter the site through to the modern styles in the newly extended areas

The cemetery contains the graves of some notable local people and 33 Commonwealth War Graves Commission maintained graves.

<b>Strengths</b>	<b>Weaknesses</b>
Good maintenance structure in place Interesting features worthy of investigation.	Buildings and structures maintained by contractors.
<b>Opportunities</b>	<b>Threats</b>
Involve the local history society Create a tree and memorial trail Develop a web page to promote local human history	Memorials abandoned by owners Sale of the gatehouse

## 20.0 Community Involvement

During 2009 the Borough Council have undertaken several public consultation exercises to gain an understanding of the views and opinions of the local residents. The results showed concerns with anti-social behaviour, cleanliness and dog nuisance, in response to this the Borough Council are taking measure to try to combat this ensuring dogs are kept on leads, closing the cemeteries in the evenings and monitoring cleanliness daily.

## 20.2 Appropriate provision for the community

The cemetery offers choice of interments for their loved ones, easy access to the site and is well maintained, the area is tranquil and contains character which makes it a pleasant place to visit.

<b>Strengths</b>	<b>Weaknesses</b>
Appropriate range of facilities. Facilities for all age groups and interment requirements.	There is no friends group
<b>Opportunities</b>	<b>Threats</b>
Develop interest from historical society Provide historical leaflet/tree trail	Potential lack of funding for future maintenance and provision of features.

## 21.0 Marketing

### 21.1 Marketing and promotion

The Cemetery is well known locally and is promoted mainly through word of mouth. Information on the cemetery can be found on the Amber Valley Borough Council website which is being developed further to include site-specific information. New developments within parks and cemeteries are promoted widely through local press and radio.

### 21.2 Marketing information

Information is through our website and funeral directors.

#### Education and Interpretation

The Council has a dedicated Environmental Education officer who liaises with local schools to carry out presentations on the environmental impact of what they do to the place they live in and works with the Police to engage teenage offenders from the area to carry out clean ups and to be educated on the impact of their actions. Whilst currently most of this work is carried out on recreational open spaces some future work can be carried out within the cemeteries.

<b>Strengths</b>	<b>Weaknesses</b>
Environmental education programme running in local schools. Dedicated environmental education officer.	No interpretation within the cemetery.
<b>Opportunities</b>	<b>Threats</b>
Provide interpretation on history and flora/fauna within the cemetery.	Lack of central marketing support within the Council.

## 22.0 Management

### 22.1 Finance

Below is a breakdown of financial profile, however the figures for 2011/12 are not available at this point in time.

<b>Expenditure Type</b>	<b>2010/11</b>		<b>2009/10</b>		<b>2008/09</b>	
Building Maintenance	£3,042.		£1,650		£2,510	
Vandalism	£0		£0		£135	
Utility Services	£1,518.		£1,220		£526	
Insurance	£700		£600		£600	
Grounds Maintenance	£23,480		£23,019		£22,380	
Sub Contract Maintenance	£1,580		£1,550		£1,850	
Income deeds and fees	£25,619		+£20,776		+£29,540	
Income memorials	£4,471.44		+£4,225		+£4,153	
Income Rents/permits	£442.50		+£299		+£810	
<b>Total</b>	Expenditure	Income	Expenditure	Income	Expenditure	Income
	£30,320	£30532.94	£27,439	£25,300	£28,001	£34,503

**Table 8. Previous expenditure.**

## 22.2 Personnel

The implementation of the following staff structure from 2011 has enabled Amber Valley Borough Council to carry out effective management of the gardens. Blocks coloured green are directly involved with the development of the cemetery.

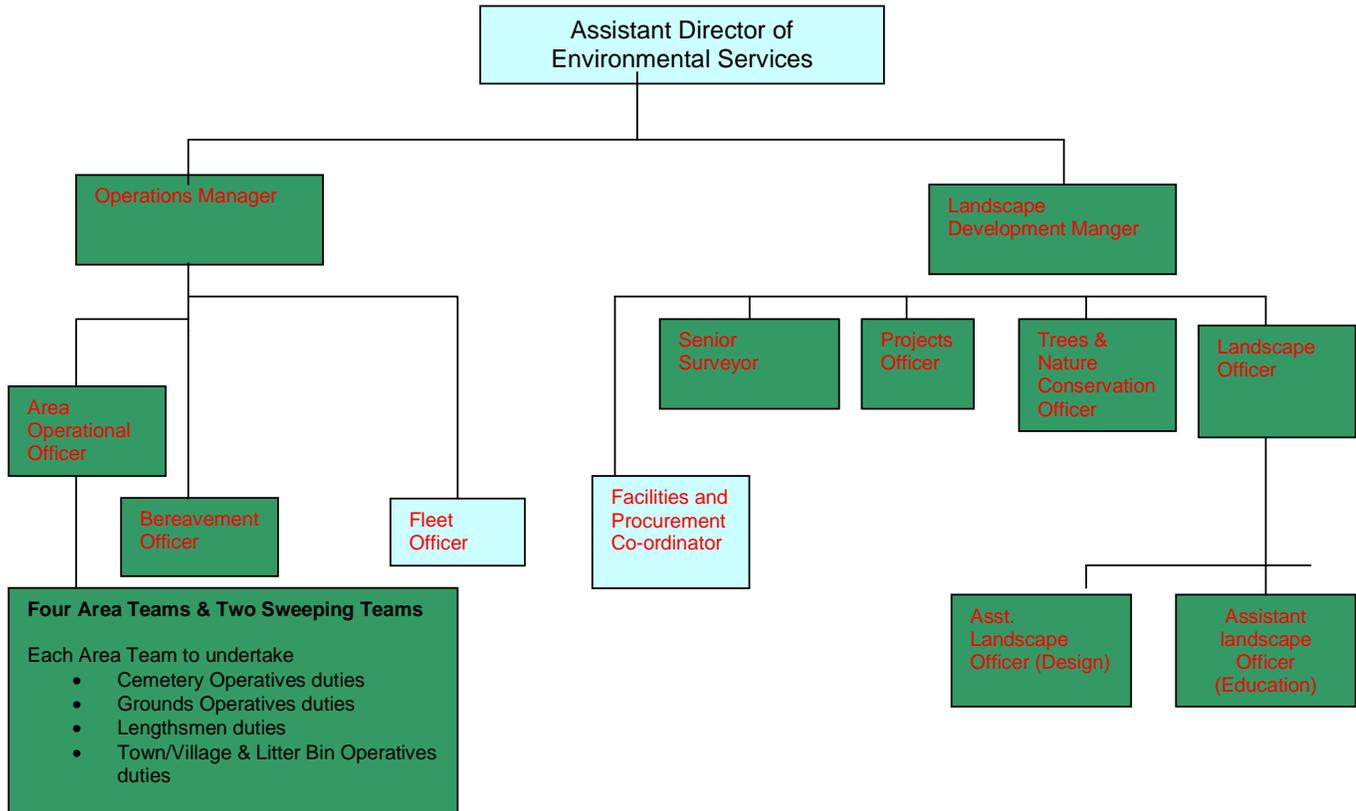


Fig. 1 Staff Structure

## 22.3 Implementation of the management plan

There has been a shift in priorities at Amber Valley, which has enabled a substantial commitment to improvements to all parks and open spaces on a rolling programme for the foreseeable future. Capital investment, utilising Section 106 contributions to their full potential and applying for external funding in a co-ordinated way are all key approaches to improvement.

## 22.4 Charter for the Bereaved

The Council has adopted the Institute of Cemetery and Crematorium Management (ICCM) Charter for the Bereaved. The charter defines the rights of individuals who experience bereavement and sets the standards of service and improves choice.

<b>Strengths</b>	<b>Weaknesses</b>
<p>A dedicated team following the management plans and pursuing appropriate funding. Good community links.</p>	<p>Long term decline of parks and cemeteries generally leading to high numbers needing refurbishment.</p>
<b>Opportunities</b>	<b>Threats</b>
<p>Improve links with Parish /Town Councils and community groups to target funding.</p>	<p>Withdrawal of corporate support Limited financial resources within the Landscape Development team New Government cuts</p>

## **Chapter 3**

### **Where do we want to go?**

#### **23.0 Introduction**

From recent consultation with the wider community and key corporate objectives for parks and open spaces the aims and objectives below have been formulated to be achieved for the long term development of the cemetery.

#### **25.0 Action Plan 2010 - 2015**

##### **25.1 Introduction**

This section sets out the intended actions and improvements required in the cemetery over next 5 years.

The action plan outlines achievable targets in a realistic time frame, which reflect the contents of the management plan in line with the expectations of the community.

Landscape Services will implement the action plan, with support from relevant partners, it is meant as a working document subject to change and improvement.

The ✓ indicates the year the project or action will take place, and the financial amount is representative of each ✓, so if there is more than one ✓ multiply accordingly.

Belper Parks Action Plan 2012- 2017								
Aim	Description	Estimated Cost	Action Date/Year					Progress
			2012	2013	2014	2015	2016	
<b>Welcome</b>	Ensure operational duties are on the notice board	Operational	✓	✓	✓	✓	✓	4 year programme
	Provide customer care training to all staff	Officer Time	✓	✓	✓	✓	✓	
	Ensure planting is high quality	Operational	✓	✓	✓	✓	✓	
	Provide interpretation on history etc	£2,000	✓	✓				
<b>Healthy, Safe and Secure</b>	Full contact details of the Council on notice board	Operational	✓					Completed
	Feedback to Bereavement Officer	Operational	✓	✓	✓	✓	✓	
	Maintain boundaries	Operational	✓	✓	✓	✓	✓	
	Carry out tree surveys	Officer Time		✓		✓		
	Site specific Risk Assessments	Officer Time	✓	✓	✓	✓	✓	
<b>Well Maintained and Clean</b>	Environmental enforcement education to be delivered to every secondary school in the Borough		✓	✓	✓	✓	✓	Rolling program in partnership with schools
	Promote positive liaison with the community and the Community Wardens	Officer Time	✓	✓	✓	✓	✓	Good links, working well
	Ensure the tree stock is kept in good order	Officer Time	✓		✓		✓	
	Restock planted areas	£2,000	✓					
	Repaint furniture and buildings	£1,500		✓				
	Ensure cleansing duties are carried out on time	Operational	✓	✓	✓	✓	✓	
	Review maintenance schedules	Officer Time	✓	✓	✓	✓	✓	

**Action Plan Continued:**

<b>Belper Parks Action Plan 2012- 2017</b>								
<b>Aim</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Action Date/Year</b>					<b>Progress</b>
			2012	2013	2014	2015	2016	
<b>Sustainable</b>	Introduce composting all green waste on site		✓					
	Introduce new machinery to reduce emissions and improve efficiency	£15,000	✓	✓	✓	✓	✓	
	Reduce the use of peat in bedding and replanting	Operational	✓					
	Reduce the need for herbicides using mechanical sweeping on hard surfacing and hand weeding further areas	Operational	✓					Complete
<b>Conservation and Heritage</b>	Carry out a comprehensive tree survey	Officer Time		✓				
	Establish links with local schools to build and install bird and bat boxes	£500	✓					
	Clean next boxes	Operational		✓				
<b>Community Involvement</b>	Ensure to continue working relationship with partners	Officer Time	✓	✓	✓	✓	✓	
	Encourage Town Council and community groups to apply for external funding	Officer Time	✓	✓	✓	✓	✓	
	Consultation with the wider community and partners	Officer Time	✓		✓		✓	
<b>Marketing</b>	Develop a leaflet for the cemetery	£1,000	✓					
	Develop a site specific section on the website			✓				
	Produce a marketing Strategy	Officer Time		✓				

**Action Plan Continued:**

**Belper Parks Action Plan 2012- 2017**

Aim	Description	Estimated Cost	Action Date/Year					Progress
			2012	2013	2014	2015	2016	
<b>Management</b>	Ensure investment in training and resources is maintained yearly	Operational	✓	✓	✓	✓	✓	Ongoing
	Ensure the management plan is adhered to and updated	Officer Time	✓	✓	✓	✓	✓	Ongoing
	Ensure management plan is fully reviewed	Officer Time				✓		2015

## 26.0 Monitoring and Evaluation

The cemetery management plan will be regularly reviewed using the process below:

Annual Review

The review will be done by the Landscape Development Manager and presented to the Community for comments and ideas for the following years. Any aims, which were not completed, will be moved to subsequent years accordingly



Revisions

New strategies and policies may affect the management plan during the course of the five years; these will be incorporated into the action plan if relevant.



Review

A fundamental review will be taken in year five (2015); all partners and stakeholders will be consulted. A thorough investigation will be made to evaluate whether objectives were met.





