

## **The Closed Churchyard – Management Plan**

Section 215(1) of the Local Government Act 1972 states that the parochial church council must "*maintain (the closed churchyard) by keeping it in decent order and its walls and fences in good repair*". The obligation passes to the local council when it takes on the responsibility for the ground.

### 1. Aspects of the Plan

- a) Responsibilities
- b) Inspection regimes
- c) Grounds maintenance
- d) Tidiness and cleanliness
- e) Salting
- f) Historical and conservation management
- g) Liaison with Parochial Church Council

### 2. Responsibilities

- a) Footpaths
- b) Steps
- c) Boundary walls
- d) Two lighting units
- e) Memorials
- f) Trees
- g) Railings
- h) The grassed areas, shrubs and the memorial garden
- i) Litter and dog dirt
- j) Gulleys

### 3. Inspection regimes

#### a) Quinquennial Health and Safety Survey

The council will employ a qualified organisation or individual to undertake a health and safety survey and provide a check list which a council employee can use regularly between each survey. The council will authorise any work that is identified in their reports.

The council will make budget provision for the survey and work attendant on inspections.<sup>1</sup>

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<sup>1</sup> The next survey will be undertaken in the early Summer 2010.

3 cont.

b) Tree inspection and maintenance

The council will employ a qualified arboriculturist to carry out a biennial survey of the trees.<sup>2</sup>

The council will make budget provision for the survey and work attendant on the arboriculturist's report.

c) Lighting

Those lights for which the council is responsible will be inspected annually by the minor authority's footway light contractor who will undertake any repairs which are identified during the inspection or which need doing between inspections.<sup>3</sup> The lights will be included in the budgeted annual inspection of all council lights.

The council will prompt the Parochial Church Council to inspect and maintain the two column lights for which it is responsible.

d) Boundary walls and gulleys

The council will instruct the small works contractor to inspect the boundary walls and gulleys each year.

The council will make budget provision for the inspection and work attendant on the small works contractor's report.

e) Quinquennial memorial inspection

The council will employ a suitably qualified organisation or individual to inspect the memorials every five years.

A council employee will undertake a visual inspection of the memorials in each of the years between the quinquennial inspections.

Professional guidance on the management of memorials will be adhered to.

Budget provision will be made for the quinquennial inspection and any work that has to be done on the memorials.

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<sup>2</sup> The next survey will be undertaken this Autumn.

<sup>3</sup> Victorian style column light at junction of paths; bracket lamp attached to gable end of Yorkshire Building Society.

4. Grounds Maintenance

The council will contract with a suitably qualified operator to:

- cut the grass fifteen times a year to lawn finish;
- apply a selective weed-to the areas within the railings to control the weeds;
- sweep grass cuttings from the paths after each cut;
- prune the shrubs each Autumn and remove and remove the cuttings;
- rake and remove leaves and tidy the ground in November/December and February/March each year.

The maintenance of the small memorial garden will be incorporated in the Open Spaces contract.

5. Tidiness and cleanliness

- a) The council will provide and keep in good repair a litter bin and ask the district council to empty it regularly.
- b) *There is an issue to do with keeping the paths and ground clear of litter and tree debris (over and above the Grounds Maintenance requirement – see 4 above. Please note that keeping the paths clean and clear is not the responsibility of the district council) which will have to be addressed.*
- c) The council will work with the district council to encourage dog owners to clean up any mess left by their animals.
- d) *There is an issue to do with clearing away dog excrement which has not been cleaned up.*

Re b) and d). The town clerk will monitor the area and bring recommendations to the council for budget consideration.

6. Salting

The council will contract with the district council to salt the footpaths and steps during freezing conditions and when snow falls.

7. Historical and conservation management

Memorials and the ground beneath

The council will seek advice from the diocesan archaeological adviser on any work which involves disturbing the ground.

The council will contract with a suitably qualified archaeologist should trial holes have to be excavated to assess archaeological implications prior to undertaking work that will require a faculty from the dioceses.

The council will work with the Parochial Church Council to ensure that the memorials are kept safe and their historical interest preserved in so far as common sense allows.

7 cont.

Ecology

The council will make every effort to ensure that the flora and fauna are not disturbed and that the requirements of the Wildlife and Countryside Act 1981 are respected.

8. Liaison with Parochial Church Council

The council will liaise with the Parochial Church Council

- on a regular basis to exchange information;
- to alert it to any development that is to be undertaken and, if necessary, seek its advice;
- to seek its co-operation if a faculty is needed to undertake work.