

Ilminster Cemetery Maintenance Plan



Version: Draft

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1.0 Introduction

New Road cemetery is the only open cemetery within the boundaries of Ilminster. It is owned and operated by Ilminster Town Council (ITC), and the Open Spaces department are responsible for the maintenance and upkeep of the cemetery.

The primary aim for developing this plan is as a working document designed to aid the efficiency and effective management of New Road cemetery. The Maintenance Plan should be read by anyone with an interest in how ITC maintain the cemetery.

The cemetery is in a peaceful setting on the edge of the town. Both burial and cremation plots are available. The cemetery was opened in 1859. It contains 2 Commonwealth burials of the 1914-18 war, and 4 of the 1939-45 war. There are also 3 Polish airmen buried there.

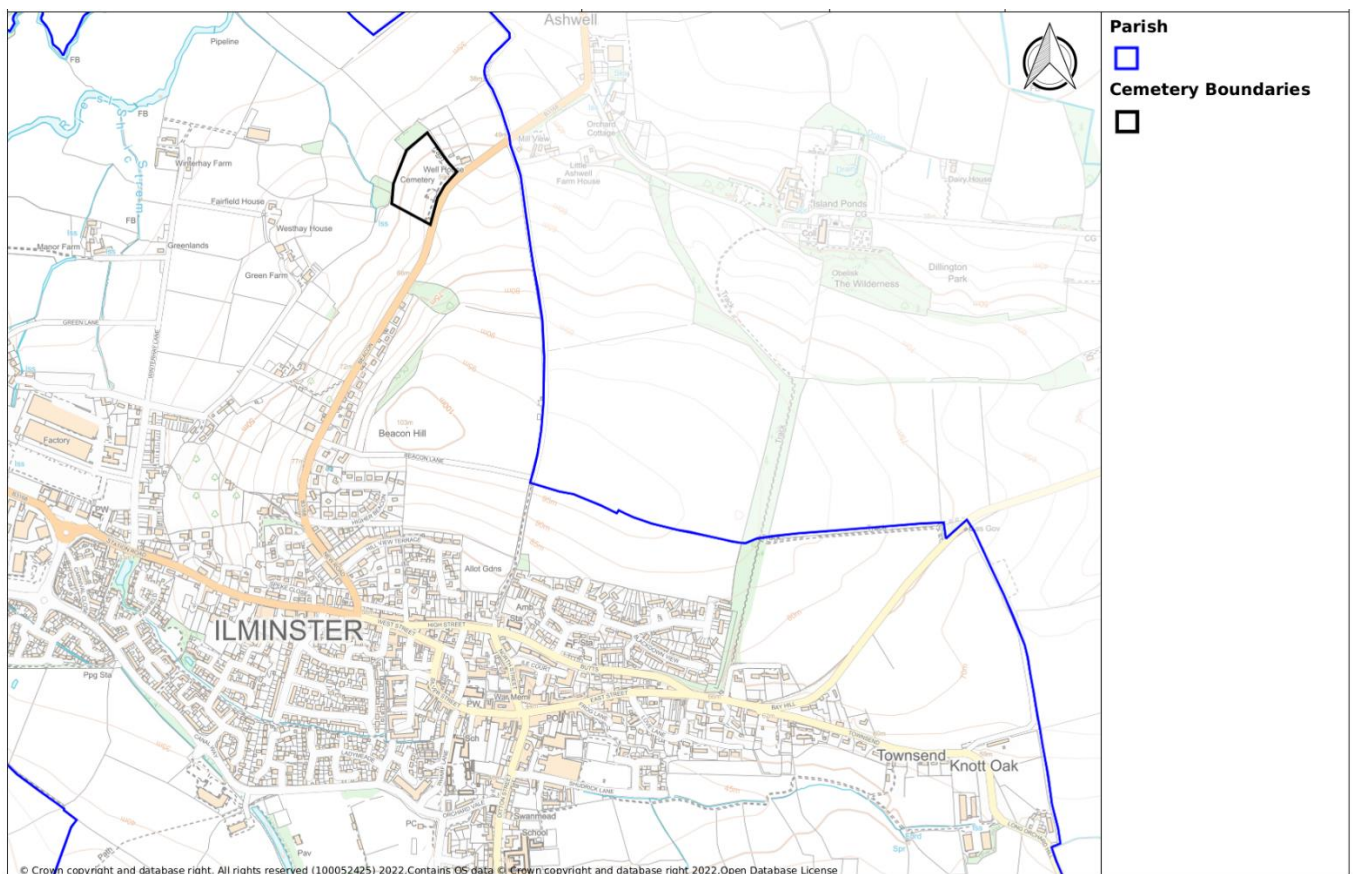


Figure 1 Location of Ilminster Cemetery

2.0 Maintenance Works

2.1 Ongoing Maintenance

Table 1 Ongoing maintenance

	Action	Reason	By Whom	Timing	Notes
Grass maintenance	Cut Grass between 25mm - 40mm	Maintain sward height	Countryside	March to October	In periods of drought raise height by 10mm and reduce frequency
	Do not let grass exceed 50mm	Keep sward height down and manageable	Countryside	November to February	
	Match up all edges	Keep edges and around graves looking smart and uniform	Countryside	All year	To same height as grass cutting
	Fix any bare patches	Keep sward uniform and as described in maintenance specification	Countryside	All year	For larger patches use turf, smaller patches use seed
	Re-edge all paths and boundaries	Re-edge to keep edges uniform and smart	Countryside	June, August	Once early June and once late August to keep looking crisp
	Removal of any debris	Removal of any alien objects eg rocks or stones, as described in management specification	Countryside	Ongoing	Check before mowing and remove from grass area
	Blow leaves	Blow and remove significant leaf fall to prevent damage to grass surface	Countryside	October - December	May require a number of clearances throughout the winter

Beds and borders	Re-edge, weed and open plant beds	Keep the beds looking well maintained and attractive	Countryside	April	
	Trim beds with edging sheers	Keep edges crisp and smart	Countryside	March - October	
	Plan on maintenance and re-planting of areas	Fill gaps or replace diseased or dead plantings	Countryside		
	Deadhead flowers	Tidy up appearance and encourages growth	Countryside	Ongoing	
	Prune fuchsias	Encourages new growth and keeps it manageable	Countryside	April	Cut back every stem to a pair of leaf buds around 7cm to 10cm above the earth
	Prune rose of Sharon	Encourage new growth and keep it manageable	Countryside	February	Remove weak branches further down and only prune back healthy branches to the node which allows the desired appearance

Hedges and Trees	Lift trees throughout site	The lower branches of the trees make it difficult to operate machinery and hide the view looking out towards the Blackdowns	Countryside	August	Wait until after bird nesting season and check before carrying out works
	Trim and shape hedges and shrubs	Keep hedges and shrubs to a manageable size that add aesthetic value to the area	Countryside	August, March	
	Check trees after high winds or storms	Keep users and targets safe	Countryside	Ongoing	
	Carry out routine tree safety surveys	Keep users safe whilst using the area	Countryside	August	

Hard Surfaces	Remove weeds from paths	Spray paths and other hard surfaces to prevent weed growth	Countryside	Monthly March to – September	Once annually or when staff checks notice a build-up of grime or stains Should be carried out after cutting
	Clear growth from walls and gravel paths	Manually remove growth from pathways, where spraying hasn't been successful to keep visually pleasing	Countryside	Ongoing	
	Jet wash path	To remove stains and grime build up	Countryside	March	
	Blow and brush graves	Remove grass clippings from graves to keep them looking smart	Countryside	Ongoing	
	Remove wreaths from graves	Remove wreaths to prevent build-up of clippings and allow easier strimming	Countryside	February	
	Blow paths weekly	To prevent build-up of dust and debris	Countryside	Weekly	
Structures	Check walls and growth for unwanted growth	Keeping on top of the problem before it gets out of hand and prevents ivy from causing structural damage	Countryside	Monthly	

Furniture	Check and update notice boards	Keeping users up to date with relevant information	Countryside	Monthly	1 st of the month or closest working day to it.
	Check tool boards to ensure equipment is present	Keeping well stocked tool boards to allow the public to encourage	Countryside	Monthly	Report any missing tools to Line Manager
	Maintain tools on tool board	Keep all tools in good safe working order	Countryside	December	

2.2 Short Term Works

Table 2 Short Term objectives (now - April 2023)

	Action	Reason	By Whom	Timing	Notes
Grass maintenance	Remove wood and tarps along bottom fence	Obstacle to mow around which making it difficult to mow and being an eyesore	Countryside	July	
	Remove all obstructions as set out in management specification	Small foreign objects such as wood branches and stones should be removed	Countryside	July	
	Move funeral and grave digging items to metal shed at the bottom of the cemetery	Affects quality of sward by killing grass it is sat on often becomes somewhat of an eyesore	Countryside	July	
	Re-turf where tree stumps have been removed	Bare patches are an eyesore and attracts unwanted weeds and obstacles	Countryside	September	
	Fill in and returf potholes	Makes it difficult to mow and a trip hazard	Countryside	September	
	Reforming edges along paths and abutting other hard objects	Looks better and keeps the edges looking smart and cared for	Countryside	August	
	Remove chippings from stump removal	Remove waste to allow sward to be maintained to maintenance specification	Countryside	August	

Beds and borders	Cut back fuchsias	Give hard cutback to encourage new growth in a more manageable sustained way	Countryside	March	Cut back to just above ground level
	Cut back rose of Sharon	Give hard cut back to encourage new growth in a more manageable sustained way	Countryside	February	Cut back just above ground level
Hedges and Trees	Lift trees throughout site	The lower branches of the trees make it difficult to operate machinery and hide the view looking out towards the black downs	Countryside	August	
	Remove trees Stumps	Tree stumps are creating an unnecessary obstacle when grass cutting and looks messy	Tree Surgeon	July	
	Pollard willow on middle section	Currently getting out of hand and a bit wild, pollarding will bring back down to a manageable size	Countryside	October	
	Remove Leylandii Trees	Have become oversized and unruly and will become more difficult to manage in the future	Countryside	October	
	Trim and shape hedges and shrubs	Trim and shape hedges	Countryside	August	
	Reduce Laurel back to stump	Laurel is mature, out of shape and out of control, by reducing it back to the stump a more proactive management regime can be carried out	Countryside	January	

Hard Surfaces	Remove weeds from paths	Manually remove growth from pathways, to allow a blank canvas to begin spraying schedule on a regular basis to meet standards highlighted in specification	Countryside	August	
	Clear growth from wall and gravel path	Manually remove growth from pathways, to allow a blank canvas to begin spraying schedule on a regular basis to meet standards highlighted in specification	Countryside	August	
	Jet wash path	To remove stains and grime build up	Countryside	September	
Structures	Price up cost to repair steps going down by the toilet block	Steps and retaining wall are falling apart and require attention	Countryside	August	
	Remove weeds and price up repairs for steps beside the old morgue	Steps have become overgrown and somewhat unusable	Countryside	August	
	Repair broken fence at the bottom of the cemetery	Welding gone Cllr Shearman has offered to repair it	Cllr Shearman	August	
Furniture	Repair broken bench in morgue	Leg on chair in the morgue is broken and requires welding Cllr shearman offered to repair it	Cllr Shearman	August	
	Re-fix bin at the bottom of the cemetery	It has a lean on it and has had some growth around it	Countryside	August	

2.3 Medium Term Works

Table 3 Mid-term goals (April 2023 - March 2024)

	Action	Reason	By Whom	Timing	Notes
Hard Surfaces	Explore options for a new surface to the bottom of the cemetery	Number of inquiries have been made regarding access especially for those with limited mobility	Countryside/Admin/Graveyard working group	September 2023	
	Install new path from graveyard		Countryside/Contractor	April 2024	
Furniture	Replace existing notice board and add additional noticeboard to the flower bed by the lodge	Existing noticeboard is outdated and has been damaged beyond repair. New boards should be commissioned, and best options explored eg could include a map, rules and regulations as well as a notice board area	Countryside/Admin	May 2023	

3.0 Maintenance specification

3.1 Cleanliness

3.1.1 Maintenance objectives

The entire site will be maintained clear of litter, dog mess and graffiti.

3.1.2 Maintenance operations

The bins will be emptied twice a week.

3.2 Grass maintenance

3.2.1 Maintenance objectives

The overarching ambition is to provide a smooth, hardwearing even sward with the appropriate ground cover of acceptable species with adequate control of weeds pests and diseases.

3.2.2 Maintenance operations

The grass will be cut weekly using a combination of the stiga and the ferris, with edges and banks being matched up using a strimmer.

Table 4: Maintenance Objectives: Grass

1	Grass length	Min/Max height 20mm -50mm
2	Evenness	A smooth even surface over the area generally and on a smaller scale to avoid scalping by over set at required rate of cut
3	Bare patches	Bare patches of 25mm diameter or more should not exceed more than 4% of the sward area
4	Hard Litter	There should be no stones or hard protrusions or alien bodies on the surface with a diameter greater than 10 mm in any direction

Table 5: Maintenance Operations Grass

1	Mowing	In general, grass cutting will take place in weeks 21 – 44 with cuts to achieve standards as set out here. Should winter weather conditions stimulate grass growth, additional cuts are required to maintain these standards.	Between weeks 21 and 44 Managed between 25mm – 40mm Winter Grass length not to exceed 50mm
2	Preparation for mowing	Remove all surface debris in accordance with Maintenance objective 4. Remove leaves and other debris in autumn.	All seasons Autumn
3	Mowing method	Use rotary mower, stiga around the hard to get areas and ferris for the open wide areas.	All seasons

		<p>Remove clippings if required. Blow and remove clippings from all paths and graves.</p> <p>During the main growing season, weekly cut at a target height of 25mm should be carried out not taking more than a 1/3 of the grass height in any one cut.</p> <p>In periods of drought reduce frequency and raise height of cut 5-10mm.</p>	<p><i>Weeks 21 to 44</i></p> <p><i>Periods of drought</i></p>
4	Matching up	Strimming up to boundaries and other obstacles must be done at the same frequency as the main area.	<i>All seasons</i>
5	Edge Trimming	When grass abuts hard surfaces, gullies or shrub beds with a dropped edge, cut back grass fringe to the turf cleanly and even inly with shears: remove arisings	<i>All seasons</i>
6	Edge Reforming	When grass abuts hard surfaces, gullies or shrub beds with a dropped edge cut back grass fringe to the turf cleanly and even inly with edging spade: remove arisings.	<i>Twice annually</i>
9	Repair and renewal	<p>Remove old turf to a maximum depth of 25mm prepare surfaces by lightly forking and mixing in fertilizer, raking to consolidate and if necessary, build up the soil level lay turf to stretcher bond, tamp down and water generously after laying.</p> <p>Lift turf to a depth of 20mm, spread new matching soil over the area and fork in, tread lightly to consolidate, apply fertilizer and to a new level 20mm below surrounding turf, relay removed turf and tamp down, removing any excess. Top dress and water.</p>	<p><i>When surface is worn or damaged</i></p> <p><i>Lifting hollows</i></p>

3.3 Beds and borders

Generally during the growing season, work on planted areas must mesh with the unavoidably rigid programme of grass mowing. Nevertheless, the quality of the flower beds, planters and borders is that most noticed by the public, and it is important for the overall appearance that these areas are in good condition.

3.3.1 Objectives

The overarching objective is to provide visual interest and variety, and to maintain beds and borders to a high standard of horticultural excellence. The display as a whole must hold a seasonal succession of interest, although this does not necessarily apply to each individual bed or border. In addition, maintenance is not simply a matter of keeping the park clean and tidy and the plants healthy; it is retaining and developing the intended character and 'sense of place'.

3.3.2 Planning routine

Woody plants: estimates, lists and plans for replanting (for improvement, replacement and maintenance) should be made towards the end of winter and again in early autumn when it can be seen which plants have died during the season. Enough time should be left for preparatory work, receipt of quotations, etc. and for delivery before the end of the late planting season or in time for the early winter season.

Seasonal bedding: lists and plans should be prepared a whole year in advance, so that seeds, bulbs, herbaceous plants, and standards can be ordered. Bulbs should be specified for contract purposes by cultivar name and minimum dimensions. Herbaceous plants may be described by approximate size of roots and aerial parts, and sometimes by the size and number of buds or fully developed leaves; length and girth of stem; size, type, or absence of container; and whether in flower or flower bud.

3.3.3 Operations

The recommended maintenance programme for each category of soft landscape follows. To save repetition, only in the cases of exceptions are plant species or categories singled out. More detailed notes on general operations appear in appendix (A)

Table 7-3 sets out a description of each operation; Table 7-4 provides a summary of the operations recommended during different seasons on various aspects of soft landscaping.

Maintenance Target	Operation
General	
Litter removal	<p>Summer season Litter removal should be undertaken while watering plants and borders if found around the plants and flower beds.</p> <p>Winter season During winter months this should be done whilst planters are being checked at least once a week</p>
Material Reserves	At any time, sufficient accessories - e.g. tree ties, pesticides – which can be anticipated will be needed quickly to make good after storms, in emergencies, or through normal dilapidation, should be kept in store. See appendix D for details
Wildlife Protection	Care must be taken not to prune or remove plants during the

	bird nesting season, unless it is positively established that no birds are nesting in the affected area. (1 st March – 31 st July)
Animal population control	Where squirrels, pigeons or rabbits are a problem, it may be necessary to arrange for qualified persons to control them when the public are excluded.
Action after storms	Inspection after storms, exceptional rainfall etc. should mark and record damage. Arrangements should be made with the Countryside Manager for immediate action and the relaying of relevant information to all interested parties
Pre-season Preparatory	
Inspection	Check the health of plants. Remove dead or diseased tissues and apply pesticide where necessary. Remove and replace dead specimens immediately if stocks exist, or include in a note for replacement as soon as possible. Inspect supports, stakes, ties and straining wires, and repair or replace as necessary; remove those no longer needed.
Weed Removal	Remove all winter weed cover from intensively cultivated areas, and dispose of off-site. Methods of control include: (i) organic mulch (ii) plastics sheeting mulch (iii) cultivation (iv) hand weeding (v) chemical control
Application of Herbicide	Apply herbicide, where appropriate, of a type compatible with the planting (except where replanting may be necessary).
Aeration	Where soil is compacted, prick to aerate, avoiding underground perennating organs.
Winter leaf dispersal	Distribute windrows of leaves over the soil surface of appropriate plantings (i.e. large, and woody or robust herbaceous plants that will not be smothered) to suppress weeds and build up soil humus and fertility.
Nutrition	If there are signs of nutrient deficiency, apply general fertiliser. Apply compost to plants requiring early nutrition, like hellebores.
Refirming or restaking	Where plants have been loosened by wind or frost, refirm by heel or trowel. Where staked, unite the plant before firming, and retie in a slightly different place.
Mulching	Apply mulch where practicable, so that any remaining mulch plus the new layer is approximately 75mm deep
H&S Inspection routine	Inspect plants and surroundings in relation to the H&S of the public and maintenance staff.
Pruning	See notes Appendix A
Growing Season	
Weed removal	Remove all weed cover from intensively cultivated areas, and dispose of off-site to the designated compost area.
Application of herbicide	Weed colonies in close plantings should be sprayed with selective herbicide appropriate to the weed species (at the time of its maximum growth, usually late May or June) and harmless to the plantings. The

	chemical should be applied strictly according to both the manufacturer's instructions and H&S regulations
Aeriation	Where soil is subject to treading and becomes compacted, prick to aerate over root areas, on average 4 times per season.
Nutrition	If there are signs of nutrient deficiency, apply a general fertiliser or single element fertiliser as appropriate and hoe in.
Refirming or restaking	Where plants have been loosened by wind or frost, refirm by heel or trowel. Where staked, untie the plant before firming, and retie in a slightly different place.
Mulching	Make up the mulch depth in July to the original depth. Check that the breaking down of mulch is not depleting the soil of nitrogen.
Deadheading	Flowering plants with persistent panicles/flowers should be routinely dead-headed. Roses should be checked and deadheaded every few days.
Control of unsuitable vegetation	Suckers, atypical growths and 'feathers' on stems should be removed at the point of origin with a sharp knife, and arisings disposed of off-site.
Watering	In drought conditions sufficient water should be applied to plantings, according to what management deems is appropriate, to maintain the plants in good condition. Conventionally, this is the equivalent of 25mm of rain per application. Vulnerable plants, like ferns and hellebores, as well as summer bedding schemes, should be watered three times a week unless it rains.
Pest and disease control	Staff should routinely check plants for symptoms of pests and diseases, and take immediate remedial action where necessary.
Thinning	This should be done as necessary.
H&S routines	Inspect plants and surroundings in relation to the H&S of the public and maintenance staff.
Pruning	See appendix A
Approach to dormant season	
Preparation of winter programmes	Inspect plantings and prepare the programme of winter work, i.e. thinning, replacement, modifications, development, etc.
Control of unsuitable vegetation	In October, while leaves are still present, inspect for suckers, atypical growths and 'feathers' on stems. These should be removed at the point of origin with a sharp knife, and arisings disposed of off-site.
Cleaning and clearing up	Cut down dead stems almost to soil level, clean and clear up from all plantings, and remove all arisings from site.
Inspection of major fixtures	Inspect drainage, hedges, fences, notices, services (cables, pipes, ducts, switches, gullies, hydrants), fire precautions, buildings, etc. and take action to repair or replace as necessary.
Storing summer equipment	Take growing-season equipment out of service, inspect, and, where necessary, send equipment for overhaul. Empty hoses, reel them up, and put everything into the store.
Pruning	See notes below.
Dormant season	
Leaf fall	Where the habit of the plantings is such that leaf fall can be left to filter down through plant growth to form a natural mulch and humus layer,

	this should be encouraged. Where leaves would smother plants, leaves should be cleared if possible as regularly as possible.
Pest Control	Spray or bait against over-wintering forms of pests observed on plantings during the growing season, e.g. tar-oil against winter moth, poison against slugs and snails.
Winter Programme	Carry out the winter programme of thinning, replacement, modifications, development, etc.
Renewal plantings	Where plantings become decrepit after several years or where they have succumbed to environmental damage or vandalism, replant and/or replace the plantings totally.
H&S routines	Inspect plants and surroundings in relation to the H&S of the public and maintenance staff.
Pruning	See notes below.

	Trees		Hedges	Shrubs			Climbers	Bulbs		Annua ls	Herbaceous		
	New	Matu re		Orna ment al	Groun d cover	roses		Natura lised	Forma l	Beddi ng	Perma nent	Forma l	Wetla nd
All Seasons													
Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Litter removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Materials Reserve	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wildlife protection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Animal population control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Action after storms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preseason preparation													
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Weed removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application of weedkiller	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aeration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Winter leaf disposal		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓
Nutation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refirming and restaking	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mulching	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monitoring PH status				✓							✓	✓	✓
H&S routines	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning	✓	✓	✓	✓	✓	✓	✓	✓					
Growing season													
Mulching	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dead heading			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Control of unsuitable growth	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Watering	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pest and disease control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Thinning			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H&S routines	✓	✓											
Pruning	✓	✓											
Approach to dormant season			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preparation of winter Prog.s	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Control of unsuitable growth	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cleaning and clearing up	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓
Inspection of major fixtures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Storing summer equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dormant season	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Leaf fall a) Natural Mulch	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Leaf fall b) clearance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pest control	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓
Winter programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Renewal planting		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H&S routine	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Pruning	✓												

3.4 Hard surfaces

3.4.1 Objectives

The overarching objective is to maintain clean, even, consistent surfaces, safe for use by normal traffic in all conditions. Areas that have been designed for light traffic should be prohibited to heavy vehicles in order to avoid damage to driveways, paths, road verges and planting. Hard surface areas should be kept free from the following:

1. litter, including autumn leaf fall
2. dust and accumulated grit
3. stains, e.g., oil or paint spillage
4. graffiti
5. weeds, moss and algae
6. standing water

3.4.2 Operations

All ‘general’ operations apply to all types of hard surface; only modifications to the general procedures are listed in subsequent rows. Defects should be reported and dealt with as they arise. Cleanliness is important. Recommended treatments for specific stains on hard surfaces are tabulated in Appendix C.

Gullies in areas of loose gravel must be checked monthly. Other gullies must be checked every six months and kept open. Operations involved in maintaining a drainage system include the following:

1. Inspection at least twice a year (or more frequently in areas of loose gravel)
2. Immediate action to rod drains when blockages occur
3. Removal of silt and grease as often as necessary
4. Weeding the banks of open ditches at the end of the growing season
5. Clearing outfalls of weeds and debris at the start of the winter season
6. Periodic renewal, as all drainage systems eventually wear out.

Attention should be paid to drains that come into contact with trees, as leaf litter is prone to blocking drains and tree roots often penetrate them.

Note: where paved areas drain into tree pits or planted areas, high concentrations of salt, detergent or soil-acting herbicides should not be used

Objective	
Litter picking	Daily Litter receptacles should be emptied twice a week or before 80% capacity
Sweeping/Blowing	Weekly before the weekend or after works that leave foreign substance on them
Graffiti removal	Complete removal of racial or sexual abuse or obscenities within 24 hours. Complete removal of all other types of graffiti within 5 working days of being reported.
Weed and moss growth	Should not exceed 1% of paved area and 20% of joints within it.

Integrity of material	Materials used in repairs should match the existing surface material specification, and be laid to a similar depth and, where applicable, to a similar degree of compaction.
Evenness	Where a risk of slipping exists, warning notices or handrails should be installed. All paving should be maintained to original levels and falls. Movement of adjacent units should not produce a differential greater than 6mm.
Breakage	Generally, footpath paving should not show more than 10% broken units overall. Concentrated damage, e.g. by vehicles tracking across or at the edges of pavements, should be repaired, upgraded or rebuilt even if less than 10% of the area is affected. All cracks wider than 6mm should be raked out and repaired, as should spalling and weathering at the edges.
Gullies	Surface water drains, channels, gullies, traps, outlets and grids should be kept clear of accumulated grit, leaves, grass and weeds. Gullies and inspection chambers with sumps should be emptied and outlets to all surface water drains should be inspected monthly in graveled areas, twice a year elsewhere.
Permeability and drainage	Where paved areas drain into tree pits or planted areas, high concentrations of salt or soil-acting herbicides should not be used.
Safety	Any surface, wet or dry, should be safe for use by normal traffic. Loose materials should not present a hazard underfoot, for wheelchair users or for those using a walking aid.
Appearance and durability	The original colour and texture of surfaces should be maintained as far as possible, with due allowance for natural weathering. Surfaces should not be allowed to degrade under wear, frost or settlement. Re-dressing of loose-finish surfaces should be done so as to maintain the desired extent of cover

Element	Procedures
General: all hard Surfaces	<p>Areas that have been designed for light traffic should be prohibited to heavy vehicles to avoid damage to driveways, paths, verges and planting.</p> <p>Inspection to ensure conformity to objectives should be done weekly/monthly.</p> <p>Litter receptacles should be emptied twice weekly or additional if at 80% capacity. The grounds should be litter-picked daily. All areas near catering establishments should be swept/blown on a weekly basis but may require more in busy periods.</p>

	<p>Paving adjacent to buildings should be jet washed with water and detergent and hosed with clean water. Chemicals, detergents and oil-based materials should not be hosed into planted areas, sewers or watercourses.</p> <p>Stains should be removed within two days of being reported, and chemicals, detergents and oil-based materials should not be hosed into planted areas, sewers or watercourses. Before treatment is attempted, as much as possible of the spillage should be mopped up or scraped off. Chemicals should only be used under appropriate supervision. Recommended treatments for specific stains are recorded in Appendix D.</p> <p>Puddles of water should not be allowed to stand for extended periods. Depressions in hard surfaces should be repaired where possible. Snow clearance should be treated as a priority, to provide safe routes for pedestrians, especially where there are steps, ramps and steep cross falls.</p> <p>A programme of weedkilling for roads, hard standings, pavements, paths and fence lines should be arranged to ensure effective control all year. If work can be undertaken in early spring, mid-February to mid-April, control should be affected by the use of a compound containing one or more residual chemicals; one application at the correct rate is usually sufficient. If satisfactory control is achieved in the first year, smaller maintenance doses in subsequent years is usually adequate. Annual weeds should be treated with a contact herbicide while they are growing strongly.</p> <p>Where there are concerns about the use of residual herbicides, or where a residual treatment is ineffective, a non-residual contact herbicide should be applied, generally more than once during the growing season. Treatment on paving should be targeted at the cracks where weeds grow and not applied over the whole surface.</p> <p>Losses through evaporation should be minimized by spraying in the early morning or late evening (also times when insect activity and pedestrian/vehicular traffic is lower). Where moss and algae are removed with phenol-based moss killers, extreme care should be taken to avoid damage by spillage of corrosive concentrate.</p>
<p>Self-binding gravels/ hoggin</p>	<p>If litter accumulates, remove by picking or sweeping.</p> <p>If the surface is stained, replace it.</p> <p>Where weeds colonise, treat with chemicals (contact and residual).</p> <p>Surfaces should be raked/rolled at least once a year in winter when wet.</p>

	<p>Where the surface becomes uneven or there is a drainage problem, rake and roll when wet, and make up levels to falls. Surfaces should be repaired by loosening, raking and making up with similar material to maintain profiles, levels and gradients, followed by rolling.</p>
<p>Loose gravel or crushed rock</p>	<p>If litter accumulates, pick or spike only. If the stone is stained or polluted, replace it. Where weeds colonise, treat with chemicals (contact and residual). Certain chemicals available in granular form for use on gravel surfaces are most effective in cold moist weather and should be applied in February. Uncoated flexible paving, like gravel, should be periodically raked and swept, to contain the material, retain a uniform thickness and remove extraneous matter. Paths must be dressed before events to achieve a pristine appearance.</p>
<p>Bituminous surfacing</p>	<p>If litter accumulates, increase the frequency of sweeping. If dust or grit accumulates, remove with detergent/proprietary chemical. Where weeds colonise cracks and joints, treat with chemicals and repair. If moss and algae grow, treat with chemicals or scrape or sweep. Where the surface becomes uneven or there is a drainage problem, patch or replace to falls. Repair cracking and frost damage by raking out and repairing or replacing the surface. Potholes to be reinstated should be cut back to sound material, the sides cut vertically to a square/rectangular shape, painted with bitumen emulsion, and filled with new bitumen.</p>
<p>Natural stone paving</p>	<p>If litter accumulates, increase the frequency of sweeping. If dust or grit accumulates, sweep or hose down. Where weeds colonise cracks and joints, treat with chemicals and repaint. If moss and algae grow, treat with chemicals or scrape or sweep. On susceptible stone, treatment should be regular. Where the surface becomes uneven or there is a drainage problem, replace as necessary. Repair cracking and frost damage by replacing the surface. If the problem represents a severe tripping hazard, replace with an alternative.</p>

3.5 Structures: buildings, walls, fences, railings and other structures

3.5.1 Objectives

The objectives of maintenance are to:

- Ensure that the structure fulfils the functions for which it is provided
- Extend the life of the structure
- Maintain it in a safe condition
- Keep it clean, free of graffiti and clear of vegetative growth

3.5.2 Operations

Table 7-7 describes general maintenance operations for structures made of different materials. Most of these operations will be carried out by the council staff.

Regular inspection of built structures will be undertaken by a suitably qualified person. All buildings maintenance – electrical, plumbing and carpentry - affecting the council, are undertaken under external contacts and orders must be placed for this work.

Inspection checklists are filed in Appendix G.

Anti-graffiti measures

For all painted surfaces, pots of matching paint should be stored on site, so that graffiti can be painted over quickly.

Toilets

Daily cleaning of toilets is undertaken by a contractor.

Materials	Procedure
Timber	<p>Timber structures should be inspected regularly to ensure that they are free from defects, especially rot. All damaged or defective timber should be removed and replaced with sound and, if necessary, treated timber. If replacement is not immediately possible, the timber should be fixed in a safe condition pending permanent repairs.</p> <p>Hardwoods should be used in preference to most softwoods, which are more susceptible to decay suitable timbers and their treatment for use in different environments for different functions.</p> <p>Most proprietary wood preservatives are generally available and intended for brush application to outdoor timber surfaces. Organic-solvent based solutions provide a measure of protection, but water-based preparations should be considered as suitable for surface protection only.</p> <p>A maintenance programme of periodic reapplication of preservatives, to the manufacturer’s specifications, should be followed. Particular attention should be paid to the treatment of vulnerable zones by, for example, immersion or flooding of cut ends and joints.</p>

	<p>Paints and varnishes must be selected for resistance to external weathering, and applied in accordance with manufacturers' instructions.</p> <p>Priming coats and undercoats must be applied unless the paint underneath the top coat is sound. Where coats of paint are very decayed, they should be scraped or burned off, and a completely new paint system applied.</p> <p>Protective coatings should be applied to external woodwork at 3 to 5-year intervals. Stains must be removed within 2 days of being reported.</p> <p>Graffiti involving racial or sexual abuse or obscenities will be completely removed within 24 hours; all other types of graffiti will be removed within 5 working days.</p> <p>Recommended treatments for specific stains are in Appendix D</p>
<p>Metal</p>	<p>Metal, including wire fencing, is susceptible to corrosion, and must be inspected regularly. A thorough inspection is essential, and dust, earth and scale must be scraped away in order to determine the extent of corrosion. Attention should be paid to hinges and bolts, which are particularly susceptible to wear and seizure.</p> <p>Corroded parts must be scraped and wire-brushed, then cleaned with a bristle brush, particularly at ground level. All corroded parts should be treated with a rust preventative, taking care both in handling and to ensure that adjoining surfaces or plant materials are not discoloured or burnt. All slack wires should be retensioned, and missing wire clips or ties replaced. Damaged chain link fencing should be unlaced and new sections laced in.</p>
<p>Brick work and rendering</p>	<p>Periodic inspection of brickwork and rendering by a competent person should be carried out, especially at ground level, and at points subject to maximum damp or exposure, like joints or throatings of copings, and damp coursing rendering to walls should be carefully inspected for spalling or cracks, which indicate that it is deteriorating or has lost its adherence to the brickwork.</p> <p>Prior to applying new render, joints to existing brickwork should be raked out, and the surface treated with an approved fungicide suitable for the coating to be applied. The remedial coat should be brought to a wood float finish and allowed to dry before applying the final finish.</p> <p>When the mortar has become defective, brickwork should be repointed. Joints should be raked out to a depth of 12mm and brushed to clean out loose material. Joints should be wetted before repointing to ensure good adhesion, and new work should match existing work.</p> <p>Any new brickwork should be built to the same bond as existing brickwork. The mortar strength should be appropriate to the brick being used.</p> <p>Stains must be removed within 2 days of being reported.</p> <p>Graffiti involving racial or sexual abuse or obscenities must be completely removed within 24 hours; all other types of graffiti will be removed within 5</p>

	<p>working days. Recommended treatments for specific stains are in Appendix D.</p>
Concrete	<p>Concrete structures should be inspected periodically, especially in April or May, to enable any remedial work to be carried out in the early summer. Particular attention needs to be paid to cracking or spalling of concrete near joints.</p> <p>Cracks should be sealed. They should be raked out, widened as necessary in order to allow the free flow of sealing compound, wire brushed, and then cleaned of dust and dried by compressed air, before applying sealer. The crack should be filled to the surface of the slab and surplus removed. Epoxy mortar and resin-based cement treatments should be used for small areas. If corrosion of the reinforcement or sulphate attack is suspected, the advice of a structural engineer should be sought.</p> <p>Stains must be removed within 2 days of being reported. Graffiti involving racial or sexual abuse or obscenities must be completely removed within 24 hours; all other types of graffiti will be removed within 5 working days.</p> <p>Recommended treatments for specific stains are in Appendix D.</p>
Stone	<p>Stone walls should generally be treated as concrete structures. On inspection, particular attention should be paid to defective sections of either dry or mortared stone wall, and these should be repaired using sympathetic materials and working practices</p>
Retaining walls	<p>Weep holes should be inspected, and any blockages removed. If retaining walls show signs of movement, seek advice from a structural engineer to ensure that they do not constitute a safety hazard.</p>

3.6 Furniture

3.6.1 Objectives

The objectives of maintenance are to:

- Ensure that the furniture fulfils the functions for which it is provided
- Extend the life of the furniture
- Maintain it in a safe condition
- Keep it clean, free of graffiti and clear of vegetative growth

3.6.2 Operations

Furniture should be cleaned by washing with water and weak detergent, unless the suppliers' instructions recommend otherwise. The cleaning of seats, plant containers, signs and noticeboards should be included in the overall cleaning programme for the area.

Broken seats and bins should be repaired as soon as possible, or, if necessary, removed. All furniture should be inspected annually during the winter, so that repairs and general refurbishment can be done at a time that will cause least inconvenience to the public.

Information boards

In addition to checking for cleanliness, the section of the interpretation boards containing information about the cemetery and horticultural highlights in the cemetery must be updated monthly: on the first of each month (or the nearest working day), the changeable board relating to the month just passed must be exchanged for that for the current month.

Appendix A - notes on general operations

Cultivations

Digging and forking

Digging should normally be preparatory to planting. The soil should be broken up to a depth of a single spade (250mm; single digging) or two spade (500mm; double digging). A spade is the normal tool for the cultivation of soil, but a fork maybe used in clay and stony soils that are intractable. Mechanical rotary cultivators are often the quickest method of cultivation on large open sites, as they break up the soil into a finely divided state - although only to a depth of about 150mm. The quality of finish to the soil varies between the equipment. Mechanical rotary cultivators leave a fine crumb to the full depth suitable for planting or seed sowing. A spade or fork achieves a soil suitable for planting, but further work with a fork or rake is needed before seed sowing. When using a spade to cultivate, it can either be rough-dug where the soil falls off the spade or fine-dug where it is chopped with a spade to achieve a finer finish. It is best to carryout digging during the autumn as the winter frosts reduce the lumps into a fine crumb. If applying a manure, fertilizer, or lime to the soil, it should either be spread out over the surface before being turned in, or be buried in the soil during the course of digging.

Pricking up

To prevent soils with a large clay fraction from capping over, a border fork should be inserted 75mm deep and flicked to break the surface crust. This should be repeated at about 50mm centres over the whole surface and a fork should be used in a sweeping action to reduce the size of the lumps to crumb and to level off.

Hoeing

In addition to weed control, hoes break the soil's crust and aerate the soil. Hoes fall into two main classes: draw-hoes, with a blade fixed at 90° to a 2m pole, used on dry ground with large weeds in a chopping action walking forwards over the weeded ground; Dutchhoes, with a blade fixed to the end of the pole at a slight angle to the longitudinal axis, which is pushed over the surface with the operator walking backwards. The Dutch-hoe is more efficient at removing weeds, as it severs the stems just underground and weeds are not replanted by the operator's feet. A small hand draw-hoe is useful among delicate plants. (See weed control below)

Raking

To rake to a tilth soil in flower borders and to rake out larger areas: most commonly used is a forged steel 12-tine (75mm) rake, with a head of 300m across, fixed at 90° to the longitudinal axis of a handle up to 2m long. Spring tine rakes should only be used for leaf clearance. When raking to a tilth, the soil is raked backwards and forwards to a crumb, after which it is raked level, and debris and large stones removed. Crumb size should not exceed 12mm diameter to a depth of 50mm. A rake should also be used to define the edge of a flowerbed after pricking up and edging, by tapping the soil at the edge of the bed with the head of the rake held at an angle of 45° to give a piecrust edge.

Firming

Plants should be firmed after loosening by either frost, wind or vandalism. The plant should be inspected and then a heel should be used to re-firm the soil around the roots of the plant. Some degree of

loosening during the winter is inevitable and therefore this operation is required every spring. Inspection at the end of winter is necessary for staked and tied trees, but if these are properly supported it may not be necessary to heel and firm. Inspection and refirming should also take place after summer gales.

Irrigation

Seasonal bedding, ferns, hellebores, and newly-planted and specimen trees and shrubs will require irrigation. Water should be applied before plant distress occurs, in sufficient quantity to penetrate to the full depth of the root system of the plants concerned and at a rate, which avoids run-off (this cannot apply to mature trees).

Nutrition

A good horticultural soil will have about 10-15% humus content, and the application of bulky manure helps to maintain the humus fraction, which would otherwise gradually oxidize and disperse. Woody plants and long-lived permanent herbaceous plants do not normally require any supplement to maintain fertility. The application of fertilisers and incorporation of bulky organic manures should be made routinely to seasonal bedding and similar plantings. Modern compound fertilizers are normally in granulated form, suitable for application by mechanical distributor, and can be obtained in mixtures varying in proportions of the major elements according to the particular nutrient needs of the plants concerned. There is some danger of plant damage if granulated or powder fertilizers are applied in too great a quantity, and it may be necessary to bulk up with sand or other neutral material to reduce the likelihood of leaf scorch, etc.

Mulching

Mulching is one of the most neglected but most valuable operations in amenity horticulture. Many species with profuse flowers have shallow root systems, which are easily damaged by hoeing and other surface cultivations. A mulch of strawy manure, granulated tree bark or weed-free compost can be applied to protect root systems, to prevent surface crust and to suppress weeds. It is important that the mulch does not deplete the nitrogen content of the soil: bacteria that degrade organic materials in the soil take nitrogen from the clay-humus complex. Signs of nitrogen deficiency are yellowing foliage and stunted or no growth. If the materials used are likely to cause nitrogen deficiency, a precautionary application of a high-nitrogen fertiliser, preferably of the slow-release type, should be made to the soil when the mulch is spread, and a further application made if deficiency signs appear. Shallow mulch can rapidly become ineffective as the material decays. Materials such as processed bark (75mm grade), coarse peat or spent hops must have a thickness of at least 75mm. Materials like decayed manure and compost should not be allowed to decrease in thickness below 150mm, except when used as overwintering mulches to be dug in at the end of the winter season.

Weed control

- **Organic mulch:** the application of a layer of organic material to a freshly cultivated weed-free soil will prevent weeds from germinating. The mulch layer should be at least 50mm thick.
- **Plastics sheeting mulch:** not for amenity use as its appearance is unattractive.
- **Cultivation:** mechanical or hand-operated hoes of various types (see above), are used to sever roots of weeds. Hoeing is most effective when the ground is dry.

- **Hand weeding** is expensive and tedious but in some situations it remains the best option. Hand weeding is often effected with a hand fork, daisy grubber or similar hand-held implement.
- **Chemical control:** various formulations of herbicides are used to eradicate weeds in a variety of situations. Residual herbicides persist in the soil and act on emergent growth. Selective herbicides differentiate between plants. Contact herbicides act on contact with foliage. Total herbicides may be contact or residual or both and destroy all plants. Typical uses of chemical herbicides are the control of weeds in shrub beds by use of selective/residual herbicides, or the use of contact herbicides either by spot treatment, swabbing or wiping. Translocation will occur only when the chemical contact is with green foliage or stems, and not with wood stems.

Thinning

When planting up a new site, it is recommended that sowing or planting should not be at final spacing owing to (i) the possibility of some failure, (ii) too great exposure to weed invasion with the consequent expense of weed control, or (iii) the mutual shelter effect of closer planting. Thinning should start when the plants just start to touch, to avoid excessive root disturbance. Where successive thinning's are necessary, the group of plants should be regularly monitored; thinning should be logically scheduled; and care should be taken to select the specimens that will form the mature planting. Small-scale young annual or biennial plants may be thinned by finger and thumb, with a garden knife or onion hoe inserted just under the soil to loosen and lift larger plants. More mature plants, up to the size of medium-sized shrubs, can be eased from the soil with an appropriate size of fork. The fork should be inserted at an angle under the plant and gently levered to release the root ball. Larger woody plants need arboricultural methods to grub or fell thinning, and removal of roots is important to avoid introducing honey fungus.

Harvesting bulbs

When bulbs used in seasonal bedding have finished flowering, the whole plant should be lifted and arrangements made for appropriate disposal. Dahlias should, if possible, be left in the soil until the tops have been shrivelled by frost. They can then be lifted, cleaned of soil and have their stems cut down to about 75mm above the tops of the bulbs. After old tissues, fragments of soil, remnants of the old bulb, etc. have been cleaned off, the bulbs should be dipped in a fungicide, and then dried off and stored in a frost-free, cool, airy store. The bulbs should never be stored more than one layer deep.

Supporting small plants

- **Formal staking**

Standard roses and large decorative dahlias are usually supported on 25mm square-section preservative-impregnated softwood stakes, pointed at one end for driving 450mm into the soil. Canes for supporting early-flowering chrysanthemums, annual climbers in the mixed border, or dot plants in seasonal bedding need a range of sizes. Small plants should be supported on split cane 600-1200mm in length and larger plants on whole cane 600- 3000mm in length. All can be stained green.

- **Informal supports**

Twiggy branches of trees like birch or sycamore are often used to support herbaceous plants for a more informal appearance. The end of the branchlet is sharpened and thrust into the soil as the plants start to emerge to give support until the end of the flowering season. The stakes should support the entire plant but especially the flower heads.

Pruning

1. Leave shrubs alone unless there is an obvious reason for pruning them.
2. Pruning should be regarded as skilled work, to be carried out by someone appropriately trained who knows the individual requirements of different shrubs and plants and who is fully aware of the objective to be achieved.
3. In public spaces, to keep costs down, plant shrubs that require little or no pruning.

The primary distinction between shrubs is between those which are evergreen and those which are deciduous. Evergreen shrubs in particular should be pruned only as frequently as required to keep them of dense habit and to prevent them growing out and opening up. In general they should present a solid and impenetrable shape with leaf growth down to the ground. Deciduous shrubs may require more attention.

The natural shape of a plant is a guide to pruning: bushy plants should be cut to an outward-facing bud; upright plants generally to a bud which faces inwards.

In general, those characteristics which vary between plant groups influence when to prune:

- the timing and location of flowering: the optimum time to prune an established shrub nearly always depends on its flowering habit: plants flowering on the current year's growth - in early spring; plants flowering on shoots on last year's wood - immediately after flowering (or in winter)
- proneness to infection: Prunus species are susceptible to infection by the silver leaf fungal parasite, the airborne spores of which are released in autumn and early winter, and should therefore be pruned in summer, when risk of infection is lowest.
- proneness to excessive bleeding: plants that bleed profusely when cut because of water pressure in the xylem - like shrubby Cornus, birches and many Euphorbia - are best pruned in midwinter, when the plants are fully dormant, or in midsummer, when high evaporation reduces pressure in the xylem.

Additional considerations: one advantage of winter pruning of deciduous trees or shrubs is that the lack of leaves allows a better appreciation of the shape of the plant. Pruning in late winter reduces the likelihood of frost damage, and provides less opportunity for the entry of disease as healing will be rapid in spring.

The specific objective to be achieved influences how pruning is done. Most plants probably need no regular pruning, although there are some good reasons to cut:

- for health: remove feeble, dead, diseased and damaged branches; remove atypical growth; remove entire branches in overcrowded bushes to create an open framework; cut back branches to stimulate vigorous growth;

- for performance: encourage bigger crops of flowers and/or fruit by light pruning of shoot tips, or a second flowering in some species - like Helianthemum and Nepeta - by cutting back after flowering;
- for shape/special effects: remove lateral stems to produce a straight central stem; coppice to stimulate long straight stems for ornament or harvesting; creative pruning will produce cordons, espaliers, fans, hedges and topiary.

Appendix B –Maintenance Performance Record

1	Not meeting expectations major work required
2	Building and working towards expectations
3	Hitting expectations
4	Exceeding expectations

Grass Maintenance

Objective	Score	Notes
Grass length		
Bare patches		
Hard liter		
Edges		
Total	/12	

Beds and borders

Objective	Score	Notes
Clear of weeds		
Edges		
Hard liter		
Plant/shrub health		
Total	/12	

Trees and hedges

Objective	Score	Notes
Suitably raised		
Healthy condition		
Appropriate checks		
Shape/size		
Total	/12	

Hard Surfaces

Objective	Score	Notes
Free from litter		
No dust and grit		
Stain free		
Weed free		
Standing water		
Total	/15	

Structures

Objective	Score	Notes
Fulfils its purpose		
Safe condition		
Weeds		
Cleanliness		
Total	/12	

Furniture

Objective	Score	Notes
Fulfils its purpose		
Safe condition		
Weeds		
Cleanliness		
Total	/12	

TOTAL SCORE	/75
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Score	0-24	25-49	50-74	75
Level	Not meeting expectations major work required	Building and working towards expectations	Hitting expectations	Exceeding expectations

Appendix C – Cemetery Rules and Regulations



NEW ROAD CEMETERY

RULES AND REGULATIONS – GENERAL

Enquiries

Please contact Ilminster Town Council, Council Offices, North Street, Ilminster TA19 0DG, Tel: 01460 52149, Fax: 01460 55642, e-mail: town.council@ilminster.gov.uk between the hours of 9.00 am and 12.00 pm Monday to Friday.

Conduct

All persons shall conduct themselves in a quiet, decent and orderly manner and must keep to the paths except when visiting a grave.

No person shall bring any litter or other waste material into a cemetery and any waste or litter arising from attending or caring for graves shall be deposited in the bins provided.

Cycling, skateboarding, roller skating or playing of sports/games is not permitted in the cemetery.

The taking of commercial photographs and filming is not permitted in the cemetery except with the prior approval of the Council for which a fee may be charged.

No person shall unreasonably interrupt Council staff whilst they are engaged in their duties nor seek to employ them privately to execute any work within a cemetery. No person employed by the Council is allowed to receive any gratuity whatsoever.

No persons shall canvass or solicit orders in the cemetery grounds.

Alcoholic drinks shall not be consumed in the cemetery.

No dogs are allowed in the cemetery except for Guide Dogs.

Smoking is not allowed in the cemetery.

The only vehicles allowed in the cemetery are disabled scooters, hearses or those used by Council staff and the gravedigger.

All damage caused to any boundary wall, fence, ground, paths, memorials or to any part of the cemetery must be repaired to the satisfaction of the Council by the party causing the damage.

Interments

All interments are to be arranged through the Council office. The Council require at least three working day's notice prior to a burial taking place.

Before a grave can be opened, a completed Notice of Interment, and in the case of a previously purchased grave, the Exclusive Right of Burial Certificate, must be received.

Only caskets of wood or other biodegradable materials shall be used for interment.

Following an interment, floral tributes placed on the grave will be removed after three months.

Some disturbance may be necessary if further interments occur in the same area.

Memorials

No memorial may be placed without full permission to do so being obtained from the Council in writing.

The Exclusive Right of Burial must be purchased before an application can be made for the Right to Erect a Memorial. Memorials purchased by persons other than the Grantee of Exclusive Rights are ultimately the responsibility of the Grantee.

Applications to place a memorial must be signed by the holder of the Exclusive Rights of Burial.

Kerbstone surrounds, flat stones, fencing, chippings, gravel or shingle will not be allowed on any type of grave.

Memorials are the private property of the Grantee and must be maintained in a good and safe condition.

The Council is not responsible for damage caused by vandalism and owners of memorials are encouraged to take out insurance to cover this.

The Council as Burial Authority has the authority to remove or alter them in any way they deem necessary or desirable for the due order of the cemetery. Before taking any action the Council will attempt to contact owners and families.

The Council reserves the right on Health and Safety grounds, to take immediate action with regard to any monument which could reasonably be suspected to represent a danger.

No glass or plastic container may be placed on any grave.

The Council may remove, or cause to be removed, any glass jar and vase or any other object considered to be a hazard to public safety or to cemetery staff, from any grave without notice.

Plants and flowers may only be placed on/at the headstone of any grave space and must be maintained in a tidy condition.

No shrubs, plants or flowers may be planted on a grave space.

No ornaments, windmills, windchimes are allowed.

Wreaths and cut flowers may be placed on graves subject to the discretion of the Council but when removed must be placed in the bins provided. All flowers and wreaths (including artificial flowers and decorations) will be removed by staff after three months.

The Council may at any time authorise the pruning, cutting down or trimming of any shrubs plants or flowers if they have become unsightly or overgrown and may remove any dead shrubs plants or flowers. The Council would seek to inform interested parties where practical.

Permission must be obtained from the Town Council for memorial shrubs, trees and seats to be placed in the Cemetery.

Reclamation

The Council as Burial Authority reserve all rights of management of the Cemetery.