

## Hatfield Road Cemetery

### Greenspace Action Plan 2015 - 2020



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<b>AMENDMENT DATE</b>	<b>SECTION UPDATED</b>	<b>DETAILS</b>	<b>OFFICER</b>
22/12/2015	Contents page	Add- Vision Statement	AC
22/12/2015	Site Summary	Vision Statement – add paragraph about working cemetery	AC
22/12/2015	Health ,safe & secure page 14	Add – paragraph – graves dug to ICCM code of Safe etc	AC
22/12/2015	“	Paragraph re lone working	AC
22/12/2015	3.3 Clean and Well Maintained	Paragraph – Graffiti	AC
22/12/2015	3.5 Sustainability	Sentence – remove plastic etc from Recycle Bins, details SADC management plan	AC
22/12/2015	3.6 Conservation	Paragraph re Adopt a grave	AC
22/12/2015	3.7 Community Involvement	Details to access headstone photos	AC
22/12/2015	“	Details about Fleetville Diaries	AC
22/12/2015	3.8 Marketing	Details of where leaflets can be found	AC
22/12/2015	New section 3.4	Maintenance of Equipment, Buildings & Landscape	AC
22/12/2015	“	Paragraph re Buildings & Memorials	AC
22/01/2018	2.8 Site Furniture	Public storage area change of use	BD
22/01/2018	2.8 Site Furniture	Installation shortly of interpretation board, finger posts, entrance sign	BD
22/01/2018	2.8 Site Furniture	Lodge is now a private residence	BD
22/01/2018	3.2 Healthy, Safe & Secure	Further information on memorial safety inspection, and documents available to view	BD
22/01/2018	3.2 Healthy, Safe & Secure	Survey of pathways for resurfacing	BD
22/01/2018	3.3 Clean, & Well Maintained	Policy on removing floral tributes	BD
11/01/2019	2.8.2 Site Furniture	Welcome Board	BD
11/01/2019	2.8.2 Site Furniture	Interpretation Map	BD
11/01/2019	2.8.2 Site Furniture	2 Fingerposts	BD
17/01/2020		Refurbish railings	BD

		Increase size of wild flower meadows and long grass planting	
		Memorial safety inspection documents available to be inspected, ensure formal process is in place.	
		Develop new Green Space Action Plan	

## CONTENTS

1	SITE SUMMARY –Vision Statement	5
2	SITE DESCRIPTION	6
2.1	Location map	6
2.2	Site Description map	7
2.3	Constraints map	8
2.4	Introduction	9
2.5	Geography & Landscape	9
2.6	History & Archaeology	9
2.7	Habitats & Wildlife	10
2.8	Access, Facilities & Infrastructure	11
2.9	Community, Management & Events	12
3	ANALYSIS AND EVALUATION	14
3.1	A Welcoming Place	14
3.2	Healthy, Safe & Secure	14
3.3	Clean & Well Maintained	
3.4	Maintenance of Equipment, Buildings & landscape	14
3.5	Sustainability	15
3.6	Conservation & Heritage	15
3.7	Community Involvement	15
3.8	Marketing	16
4	AIMS AND OBJECTIVES	16
5	ACTION PLANS & MAPS	20
6	APPENDIX	30

## 1. SITE SUMMARY

Site name	Hatfield Road Cemetery
Site Address	Hatfield Road St Albans AL1 4LU
Grid Reference	TL161072
Size	6.3 hectares
Owner	St Albans District Council
Designations	There are no statutory or non statutory designations associated with this site.

### **Vision Statement**

The Management Plan for Hatfield Road Cemetery sets out the management, maintenance and development framework of the cemetery over five years.

The management plan is reviewed annually, so that any outstanding tasks can be rescheduled as necessary. The management plan is also frequently reviewed in conjunction with the Countryside Management Service and any other relevant bodies.

Hatfield Road Cemetery is a working cemetery, having burials in reopen graves, reclaim graves, new green graves and new and reopen ashes plots. The Cemetery contains a range of habitats from amenity grassland, wildflower meadows, parkland trees and pockets of secondary woodland.

This plan seeks to secure a sustainable future for the cemetery, to conserve the formal parkland landscape and introduce management regimes to conserve and enhance the mosaic of wildlife habitats.

The aim of the management plan is to establish sustainable site management and to provide the best cemetery service possible for the public whilst promoting the site as a key open space.

## **2. SITE DESCRIPTION**

SITE DESCRIPTION MAP



## CONSTRAINTS MAP

## 2.4 INTRODUCTION

Hatfield Road Cemetery is situated on the A1057 St Albans to Hatfield Road, in the Fleetville Ward of St Albans, approximately one mile from the City Centre, and half a mile from the city station. The Cemetery is adjacent to the Alban Way railway trail, which is route 61 on the national cycle route, but there is no direct link into the Cemetery. The only access gate, for vehicles and pedestrians, is directly off Hatfield Road. Hatfield Road Cemetery is a typical example of a late Victorian Cemetery and is laid out in the manner of those times. The majority of graves are facing east/west and are outlined with kerb sets which were traditional for a late Victorian Cemetery.

The cemetery facilities include a cemetery lodge, chapel, office, public toilets and a storage area. There are also two sections of war graves, lawn graves, traditional graves, a Garden of Rest and a small section set aside for natural burials.

## 2.5 GEOGRAPHY AND LANDSCAPE

The site sits in an urban context with the Hatfield Road on the northern boundary and two junior schools on the eastern and southern boundary. The Alban Way is also on the southern boundary of the site. However the cemetery retains a peaceful atmosphere, with boundary hedges and mature trees providing a sense of enclosure for visitors.

The site is gently undulating with the land falling away to the south and west. Formal avenues of Horse Chestnut trees planted along the internal path network once directed visitors towards the central war memorial, however a number of these Horse Chestnuts have died and consequently the formality of the landscape has been weakened and replaced by a more open feel with scattered mature trees.



2000 Aerial Photo



2013 Aerial Photo

There are seasonally planted beds at the entrance and surrounding the newly refurbished Chapel. The majority of the open grass areas are managed as amenity grass. A developed section allocated for Natural Burials sits in the south east corner.

There are no statutory designations associated with this site.

## 2.6 HISTORY AND ARCHAEOLOGY

The land for the cemetery was purchased in October 1883, from the landowner Earl Spencer, and the indenture document states that the land is to be used for a burial ground. In the late 1880's and during the 1890's the southern part of the cemetery was managed as a hay meadow which produced a usable crop and valuable income which was subsequently used to offset the cost of providing burial services.

In early 1916 inmates of the Middlesex County Asylum at Napsbury were moved to make way for the establishment of a national hospital for wounded servicemen brought to Britain from the western front. The County of Middlesex War Hospital, as it became known, occupied the grounds of the asylum and by May 1916 was ready to house 15000 patients. During both world wars, the cemetery was used for military burials.

Over 200 war graves contain the remains of local and Commonwealth personnel who died in nearby military hospitals during the two world wars. These graves are maintained in a formal manner by the Commonwealth War Graves Commission. The Commission is responsible for the commemoration of almost 1,700,000 members of the Commonwealth forces who gave their lives in the two world wars.

An unsubstantiated rumour claims horses that died after contracting anthrax during the First World War are buried behind the hedges at the back of the cemetery. In the centre of the cemetery is a First World War memorial which was designated by the Bishop of St. Albans in 1920.

## **2.7 HABITATS AND WILDLIFE**

### **2.7.1 Grassland**

The majority of the site is managed as amenity grassland and subsequently these areas are of low ecological significance. However, some interest does exist within the sward where there is a small area of neutral, semi improved grassland supporting a colony of Meadow Saxifrage found along the main driveway. The plant communities found across the remainder of the site contain those that can persist under perpetual mowing and include Ribwort Plantain, Creeping Cinquefoil and Common Cat's Ear.

A small area has been set aside for natural burials. This area has been cleared, levelled and seeded with a wildflower seed mix and is managed through a bi annual cut and lift (May and September). The existing structure is more diverse than the wider cemetery containing a greater diversity of plants including Meadow Cranesbill, St Johnswort, Birdsfoot Trefoil and Knapweed. However competitive species including Nettle, Dock and Bindweed are encroaching onto the wider meadow areas becoming dominant in places.

There are also a number of formal flower beds found at the entrance and along the north – south avenue. The beds at the entrance are currently planted with poppies and edged with box to commemorate World War 1 and will remain this way until 2018. The remaining beds are seeded with annuals providing a valuable source of nectar for pollinating insects from March through to October.

A number of unattended graves have been colonised with self seeded Sedum spp.

### **2.7.2 Trees and Woodland**

Historically lines of mature Horse Chestnut trees followed the north south and east west avenues but a number of these have died. Some have been retained as standing dead wood. The remaining Horse Chestnuts are all showing signs of infestation by leaf minor *Cameraria ohridella*, which results in brown blotches on the leaves and defoliation.

A tree replacement strategy has been initiated using Sweet Chestnut.

<https://www.stalbans.gov.uk/environmentandwaste/trees-and-woodlands/>

<https://gis.stalbans.gov.uk/WebMapLayers8/map.aspx>

The site benefits from a number of mature trees which include Holly, Copper Beech, Silver Birch, Willow, Sycamore and Oak. There is also range of conifer species including Yew and Cedar of Lebanon.

Established hedges form the boundaries of the site. The eastern boundary is largely Holly becoming scrub with mature Poplars towards the south east corner. The southern boundary is Privet and Laurel with the woodland edge of the Alban Way beyond. A newly planted laurel hedge forms the boundary to the west of the site.

### 2.7.3 Birds

The mosaic of scattered trees with boundary hedges provides opportunities for feeding and nesting birds. The large areas of amenity grass in particular provide an important feeding habitat for Green Woodpeckers. Other species recorded included Blue Tit, Long tailed Tit, Song Thrush, Great Spotted Woodpecker, Robin, Jay and Greenfinch.

Further enhancements could be made through the provision of nest boxes, which can be sponsored by families as 'Living memorials' to those interred within the cemetery.

### 2.7.3 Invertebrates

Although the majority of the site at present is managed as amenity grassland reducing the opportunities for insects, some nectar source does exist. During spring and early summer the formal flower beds and wildflower meadow of the natural burial area will support feeding insects. A large percentage of the boundary hedges and mature standard trees have some degree of Ivy which provides a valuable source of nectar during autumn.

## 2.8 ACCESS, FACILITIES AND INFRASTRUCTURE

### 2.8.1 Access and Circulation

Less than a mile from the city station and with a number of bus routes running along the Hatfield Road, the cemetery is well served by public transport. Visitors enter the cemetery off the Hatfield Road through two pedestrian gates or via the main vehicle gate. The entrance leads to the main north south orientated avenue which is bisected by an east west avenue. These avenues are linked to a network of other surfaced roads which allow access to the graves for car bourn visitors. There is no formal car park however parking is available along the main avenues.

Much thought and discussion has been given now and in the past years to the subject of opening a direct link between the Alban Way/Green Ring and the Hatfield Road Cemetery. Currently, the Cemetery affords a well landscaped site suited for peaceful reflection by bereaved families who have lost relatives or friends.

Opening the site up as a thoroughfare will provide a shortcut for many; however, there is a significant risk that many using such a thoroughfare will not have the necessary respect for the site and its sensitive use.

SADC do not want the serenity of the cemetery to be compromised by problems with dog walkers, teenagers, cyclists, litter, thefts, vandals and maintenance costs. There is a walk through from the Alban Way to Hatfield Road which passes through Morrison's car park, which is only a short distance away from the cemetery.

### 2.8.2 Site Furniture

A new Welcome Board has been installed outside the entrance providing information about the cemetery including opening times, contact details and how to 'enjoy the cemetery safely'. A new interpretation site map is now located just within the gates to assist visitors navigate the site and assist in locating individual graves; it also highlights information about the site. Two new finger posts were installed to help direct visitors to specific areas, including the exit.

An information board has recently been installed by the Commonwealth War Graves Commission providing information about the Commission and its involvement at Hatfield Road Cemetery.

Memorial benches have been installed, which can be leased by members of the public; however they remain the property of SADC who are responsible for their upkeep.

The cemetery is served by a recycling bin at the entrance with a number of bins provided for green waste and general litter located within the site. Five water taps are also located around the site.

The cemetery is signed from the main Hatfield Road with Internal directional signage located throughout the site.

### 2.8.3 Buildings and Structures

Visitor facilities include a recently refurbished Chapel that can accommodate up to 40 people which is available for those wishing to hold a service of memorial in addition to a burial and service.

A storage area is located close to the Chapel, which now provides a useful storage space; as the storage area was being used by rough sleepers, drinking, which sometimes interfered with funerals, and other anti-social behaviour. Since installing the doors frequent calls to the police, CCTV and Storage area as well as public complaints have stopped. There is also a small toilet block with a separate disabled facility. The cemetery superintendent works from a small on site office which is open from

9:00am – 4:00pm. On occasion, such as during burials or when staff show families around the site, the office is closed. The cemetery duty mobile number is displayed on the office door so that visitors can make contact with staff during these times. The Lodge next to the cemetery entrance is now a private residence.

## 2.9 COMMUNITY, MANAGEMENT AND EVENTS

SADC recognise that cemeteries have an important role to play in contributing to the provision of open green spaces within the district, and are committed to encouraging the local community to enjoy the cemetery.

### 2.9.1 Community

St Albans is a diverse and multi cultural city. The demographics for the Clarence Ward where the cemetery is situated can be described as follows:

Ethnicity

	Clarence		St Albans	England
	Number	Percentage	Percentage	Percentage
White	6038	87.8	88.4	85.5
Mixed/Multiple Ethnic Groups	228	3.3	2.8	2.2
Asian/Asian British	474	6.8	6.4	7.7
Black/Africa/Caribbean/Black British	110	1.6	1.7	3.4
Other Ethnic Groups	35	0.5	0.7	1

Source: Office for National Statistics Census 2011.

#### Age Profile

	Clarence		St Albans	England
	Number	Percentage	Percentage	Percentage
0-14	1423	21	20	18
15-24	675	10	10	13
25-44	2226	32	29	28
45-64	1756	26	26	25
65+	805	12	16	16

Source: Office for National Statistics 2011.

There are a number community buildings within the Ward:

- Fleetville Community Centre, Royal Road.
- Verulam School, Brampton Road.
- Fleetville Junior School.
- Fleetville Infants School.
- SS Albans and Stephen Junior School.
- Museum of St Albans.

#### 2.9.2 Local Community Groups

Fleetville Diaries was formed in April 2010 and is run by a group of enthusiastic local residents to:

- Provide a forum for anyone interested in the history of Fleetville.
- Create an archive of history, documents and memorabilia.
- Build a network of people who can contribute to local history projects.
- Support schools in their local history projects.
- Lead guided walks through Hatfield Road Cemetery and environs.

The group meets on the last Thursday of each month at the Fleetville Community Centre.

#### 2.9.3 Site Management

SADC is a burial authority which conveys the statutory duty to manage its cemeteries and carry out burials following prescriptions in the Local Government Act 1972 the Local Authorities Cemeteries Order 1977 and the ICCM's Charter for the Bereaved.

SADC has adopted the Institute of Cemeteries and Crematorium Management's (ICCM) Charter for the Bereaved to provide best practice in the bereavement service.

The Cemeteries Superintendent marks each grave, issues grave preparation instructions and checks each grave prior to burial. They attend all burials, meet the cortege, accompanies the funeral director to the grave, and ensures the ceremony

proceeds safely. A small box of dry soil is offered to the mourners for scattering on the coffin.

### **3. ANALYSIS AND EVALUATION**

#### **3.1 A WELCOMING PLACE**

A map interpretation board is located at the entrance providing useful information about the cemetery and internal directional signage guide visitors around the site and to key locations such as the Garden of Rest.

The site has a Cemeteries Superintendent and Cemeteries Officer who are both on site Monday – Friday 09:00 – 16:00. On occasion, such as during burials or when staff show families around the site, the office is closed. The cemetery duty mobile number is displayed on the office door so that visitors can make contact with staff during these times. The grounds maintenance contractor is also regularly on site and are able to answer questions and deal with queries from members of the public as they arise.

#### **3.2 HEALTHY, SAFE AND SECURE**

The cemetery has an open feel offering long views across the site giving a sense of security. The cemetery gates are locked at night with the cemetery office connected to the CCTV control room at the Council Offices which allows staff to contact the emergency services if this is required.

The site is securely fenced, with the only vehicular access and pedestrian access entering the site off the Hatfield Road. The Cemetery Office is connected to CCTV located at the entrance so that staff can observe vehicles entering and exiting the site.

All graves are excavated following the ICCM code of Safe Working Practice for Cemeteries, by staff qualified through the Cemetery Operatives Training Scheme. All Cemetery officers follow the 'Lone Working Procedure' which is updated yearly.

A formal tree safety survey is completed every three years by John O'Connor's, SADC's grounds maintenance contractors. The inspection is an electronic based system and records key attributes of the tree and map data of its location, with remedial works entered as actions as they arise. Informal inspections are also made by the maintenance team on a day to day basis.

Once the survey has been completed, recommendations are provided in order to manage the risk trees may pose;. works on individual trees are prioritised on the grounds of safety and works are allocated prioritising health and safety works first. A map showing all of the council's trees can be viewed on the following URI

[https://gis.stalbans.gov.uk/WebMapLayers8/map.aspx?x=516079&y=207187&resolution=0.5&epsg=27700&mapname=stalbands&baseLayer=Colour%20Maps&datalayers=Council%20Maintained%20Trees%2CselectFeaturesControl\\_container](https://gis.stalbans.gov.uk/WebMapLayers8/map.aspx?x=516079&y=207187&resolution=0.5&epsg=27700&mapname=stalbands&baseLayer=Colour%20Maps&datalayers=Council%20Maintained%20Trees%2CselectFeaturesControl_container)

Memorials must be fixed in accordance with the National Association of Memorial Masons (NAMM) with stone masons registered to either NAMM or the British Register of Accredited Memorial Masons (BRAMM). SADC has a rolling programme of memorial testing. This is completed by external contractors on a five year rotation;



the memorial safety inspection was completed in 2019. Preparation of electronic records for the inspection, carrying out a risk assessment on the memorials on site to develop a profile of risks and the actual inspection and completion of electronic records both during and after the inspection process. As with previous inspection work, the inspection process is designed to have a low impact on the public and will be carried out with the utmost sensitivity. Inspection results, risk assessments and statistics are recorded centrally and available to view. Any memorials that are deemed unsafe are laid flat on the associated burial plot. Where records exist, relatives are contacted prior to this work being completed. An electronic record of each inspection undertaken is held at the cemetery office and is available to view.

### **3.3 CLEAN AND WELL MAINTAINED**

Refuse collection is covered under the existing Grounds Maintenance contract see SADC Grounds Maintenance Specifications:

- Section 8 – Litter and Debris Collection
- Section 8.1 – Bin Emptying
- Section 8.2 – Storage of Cleared Litter
- Section 8.3 – Leaf Collection

[https://www.stalbans.gov.uk/Images/GM%20Contract%20\(Spec%20Only\)%202014-2024\\_tcm15-46165.pdf](https://www.stalbans.gov.uk/Images/GM%20Contract%20(Spec%20Only)%202014-2024_tcm15-46165.pdf)

Refuse bins are regularly collected on Mondays and Fridays and are also emptied throughout the day to prevent them becoming more than three quarters full.

Any floral tributes from the funeral will remain in situ for a minimum of 14 days before being cleared by Council staff, (unless family have already removed them).

A graffiti removal service is delivered as part of SADC's Cleaner District Campaign. Their aim is for graffiti to be removed as quickly as possible, usually within five working days. Racist or obscene graffiti will aim to be cleaned off within 24 hours.

There are over 200 war graves within the cemetery, where local and Commonwealth military personnel from the First and Second World War are buried. These distinct areas are maintained in a formal manner by the Commonwealth War Graves Commission.

Older graves which are not maintained, (family may either be deceased or moved away); the ground maintenance staff will carry out pruning/cutting to keep the grave maintained.

### **3.4 MAINTENANCE OF EQUIPMENT, BUILDINGS & LANDSCAPE**

The Cemetery Office, Chapel, storage area and toilet block are kept in good condition with repairs taking place as necessary throughout the year. Memorials are tested every 5 years, (next memorial safety inspection scheduled for 2020).

Buildings owned by the council are inspected annually with an asbestos survey and legionnaires and risk assessments conducted.

The grounds are maintained by John O'Conner's Grounds maintenance contractors. This is a contractual arrangement with St Albans City & District Council which



commenced in 2014 -2024. The contract specification can be viewed at the following URL.

[https://www.stalbans.gov.uk/leisure-and-culture/leisure-management-contract/Grounds\\_Maintenance/default.aspx](https://www.stalbans.gov.uk/leisure-and-culture/leisure-management-contract/Grounds_Maintenance/default.aspx)

### **3.5 SUSTAINABILITY**

Plants used in the formal flower beds are sown directly into the beds. Peat is not used as a growing medium by St Albans District Council. Recycle bins are provided on site for green waste including spent flowers from graves. Plastics, fake flowers, oasis blocks etc are removed at regular intervals from the recycle bins.

All green waste created through the grounds maintenance operations is used by SADC's GM contractor John O'Connor's within the formal flower beds throughout the district.

However, there are further opportunities to increase the sustainable management of the site for example, placing water butts on the main buildings to collect rain water which can then be re-used across the site to water the formal flower beds and can be used by the public.

We are currently investigating a wilding policy and looking to introduce wild flowers meadows and increase what we already have in place.

Further details can be found on the overarching St Albans Parks and Open Spaces Management Plan 2015 -2020, in particular 2.11 St Albans City & District Council's Pesticide Policy.

<https://www.stalbans.gov.uk/council-and-democracy/sustainability/fairtrade.aspx>

### **3.6 CONSERVATION AND HERITAGE**

A stone war memorial is located at the centre of the site commemorating those that lost their life during the First World War. The inscription of the memorial reads;

'This cross of sacrifice is one in design and intention with those which have been set up in France and Belgium and other places throughout the world where our dead of the great war are laid to rest – Name Liveth for Ever More'.

There are a number of notable people buried within the cemetery including Eleanor Ormerod, acclaimed economic entomologist and meteorologist who helped farmers in Australia, South Africa, New Zealand and Barbados, and Samuel Ryder of Ryder Cup fame are buried in the cemetery.

A number of the older interesting memorials are unvisited and becoming neglected due to the passing of time. Through the Adopt a Grave Scheme several of these older memorials have been repaired and are now being maintained and visited.

### **3.7 COMMUNITY INVOLVEMENT**

There are a number of graves that due to the passing of time are unvisited by friends and relatives and are becoming neglected. Volunteers from the local community can maintain these unvisited graves by cleaning, weeding and planting flowers through SADC's Adopt a Grave Scheme. To date eight graves have been adopted under this scheme since it was launched.

As part of Interfaith Week volunteers from St Albans Masorti Synagogue hold volunteer work parties on site completing a range of tasks including:

- Hedge planting
- Maintenance of gravestones
- Scrub clearance

Navy personnel from HMS St Albans have also volunteered to work within the cemetery.

A new full time post has been appointed as Cemetery Officer and now able to undertake more community involvement with stakeholders.

A volunteer from the local community has also embarked on a project to photograph and catalogue all the headstones within the cemetery, and other cemeteries and churchyards. These can be viewed on the St Albans City and District Council Web site, at Cemeteries - External Links - **Burial Records and Photos (partial) Hatfield Road Cemetery (opens in a new window)**. Using a QR reader app hold your phone over the QR code below and it will take you directly to our web page.



A local group, Fleetville Diaries also lead guided history walks around the site. Three different walks took place in 2015, entitled Laid to Rest: Pioneers, Laid to Rest: Baker's Dozen, Laid to Rest: Private lives. Fleetville Diaries was formed in April 2010 and is run by a group of enthusiastic local residents to provide a forum for everyone interested in celebrating the history of this neighbourhood.

### 3.8 MARKETING

The primary function of a cemetery is to provide a tranquil place for both religious and non-religious burial services. However, burial grounds were originally envisaged as public open spaces, and were professionally designed to be attractive places to visit in their own right. A key objective of this plan is to make the cemetery a welcoming place for all to enjoy.

The SADC website contains information about the Districts cemeteries including a comprehensive list of printable PDF documents covering a range of topics including:

- Cemetery Fees and Charges (new organised layout easier to read)
- Cemetery information & Regulations
- Adopt a Grave Scheme
- Green Burials in St Albans
- Information for Grave Owners
- Memorial Masons List (new application form)

The website also provides useful information such as opening times, contact details and an interactive map, hard copies of all these items are available at the Cemetery Office. The tourist information office also displays Cemetery leaflets.

A leaflet 'Our Cemeteries and the Service We Offer' has been produced and is available for visitors.

It is the intention of the Cemeteries Superintendent to produce a regular newsletter which will be made available via SADC website. Annual events such as Open Days will also be organised.

#### **4. AIMS AND OBJECTIVES**

##### **A. A WELCOMING PLACE**

To provide a welcoming open green space for the local community and a high quality service for the bereaved.

- A1: Develop a signage strategy to include – changing existing signage to a heritage style signage, install interpretation board, fingerposts and a new entrance sign to enable visitors' to navigate the site and assist in locating individual graves, especially at weekends.
- A2: Develop links with local schools and promote the cemetery as a site for learning about conservation, sustainability and bereavement.
- A3: Capture all Burial Register data electronically.
- A4. Renovate chapel; paint altar, podium, music stand, with new artificial flower arrangements to soften and create a warmer ambiance.
- A5. Refurbish office replacing 'council' office furniture and purple and pink colour scheme with neutral tones to create a warm caring environment.

##### **B. HEALTHY, SAFE AND SECURE**

To ensure that all site facilities and infrastructure are safe, serviceable and fit for purpose.

- B1: Replant gap in the boundary hedge with Hawthorn whips.
- B2: Complete formal tree inspections every three years.
- B3: Complete memorial inspections every five years.
- B4: Investigate options for using a PDA to complete all onsite inspections including trees, memorials and facilities.
- B5. Survey of pathways to resurface / repair pot holes.

##### **C. CLEAN AND WELL MAINTAINED**

Ensure that the site is kept clean and all aspects of the site are well maintained.

- C1: Create tree pits and fill with woodchip around trees in amenity grass to protect against grounds maintenance operations.
- C2: Re locate ties on newly planted trees further down the trunk.
- C3: Insert protective surrounds around the dedication panels in the Garden of Rest.
- C4: Remove trees/scrub from unattended graves.
- C5: Replace formal flower bed planting with spring bulbs and perennials to provide a longer flowering period.
- C6: Manage the height of Yew currently obscuring the Chapel.
- C7: Develop the area around the Chapel and toilet block into bee friendly beds with appropriate species. Thin out Yew and Holly and remove Laurel, replant with flowering shrubs and perennials.
- C8: Maintain formal beds at the entrance with poppies to commemorate World War 1.
- C9: Surround compost bins with woven willow fence panels or wattle screens.
- C10 Refurbish Hatfield Road Cemetery railings.

#### **D. SUSTAINABILITY**

Ensure compliance with the council's environmental policies and to seek sustainable activities where relevant and appropriate to the cemetery.

- D1 Identify an area on site to be used for composting green waste.
- D2 Ensure that all replacement wooden site furniture is of FSC standard.
- D3 Ensure all contractors used on site adhere to sustainable and environmental policies.

#### **E: CONSERVATION AND HERITAGE**

Conserve, enhance and communicate the heritage and biodiversity value of the cemetery.

##### Natural Burial Area

- E1: Ensure that the Natural Burial Area is managed under the 'summer meadow' within the grounds maintenance specification.
- E2: Clean the boundary of the Natural Burial area and install willow woven panels or wattle screens.
- E3: Plant new mixed native hedge in front of new screening.
- E4: Plant orchard species at the entrance to 'funnel' visitors into the area.

E5: Install new entrance sign explaining unique management and associated habitats and species.

E6: Maintain grass path.

#### Traditional Cemetery

E7: Relax mowing regime on parts of the western boundary and manage as a summer meadow.

E8: Cut grass paths through the area so that visitors can experience the meadow.

E9: Continue with the tree replacement strategy, choosing locations to reduce the formality of the historic avenues. Choose species such as Oak for their longevity and Maple to add colour and interest.

E10: Halo Oak in the north east corner by removing adjacent fir tree.

E11: Monolith dead Horse Chestnut and retain as standing dead wood where appropriate.

E12: Install nest boxes including bird, bat and invertebrate boxes which can be sponsored as 'living memorials' by friends and relatives of those interred at the cemetery.

### **F. COMMUNITY INVOLVEMENT**

Encourage the use of the cemetery by the wider community whilst providing a high quality service for the bereaved.

F1: Develop links with the local community including local schools to use the cemetery as a base for outside learning.

F2: Continue to consult with the Cemeteries Liaison Group.

F3: Promote the 'Adopt a Grave Scheme' through the SADC website and cemeteries leaflet.

F4: Provide information regarding the St Albans Bereavement Network through the SADC website and on site notice boards.

F5: Work with the Countryside Management Service to develop a programme of volunteer work parties to assist in the site management.

### **G. MARKETING**

Develop ways to attract a wide range of visitors to the site through a range of media.

G1: Arrange an 'Open Day' inviting Funeral Directors and other interested groups to launch rejuvenated Natural Burial Area.

G2: Recruit volunteer to produce a regular article for SADC Community News.

G3: Investigate installing touch screen on the office wall providing information on burial locations, site map and wildlife sightings.

- G4: Produce a new cemetery brochure to include a self guided tree trail.
- G5: Complete five year review of existing management plan and produce a new plan for the next five years.
- G6: Continue yearly liaison group meetings.

## 5. ACTION PLANS AND MAPS

### YEAR 1 ACTION PLAN 2015 - 2016

Action	Obj. Ref	When	Responsibility	Funding	Est. Cost	Spec. Ref	Status
Review fees and charges and cemetery rules and regulations		Annually	SADC	Staff time			DONE
Develop a signage strategy	A2	Apr	SADC				ONGOING
Capture all Burial Register data electronically	A4	June	SADC		£7000		ONGOING BY VOLUNTEER
Relocate ties on newly planted trees	C2	Nov	JOC GM Contractors	GM Contract			DONE
Reduce height of Yews trees obscuring the Chapel	C6	Jan	SADC/JOC GM Contractors	SADC	£200		TO DO JAN 2016
Surround compost bins with woven willow fence panels	C9	Apr	SADC/ JOC GM Contractors	SADC	£250		ONGOING
Identify an area to be used for composting green waste	D3	Dec	SADC/CMS	N/A	N/A		ONGOING
Manage Natural Burial Area as summer meadow within the GM Contract	E1	Ongoing					DONE
Cut back boundary of Natural Burial Area	E2	Jan	CMS/Interfaith Volunteers	N/A	N/A		DONE
Plant new native hedge along boundary	E3	Feb	CMS/ Navy Volunteers	N/A	N/A		DONE
Install new entrance sign to Natural Burial Area	E5	June	CMS Volunteers				TEMPORARY SIGN INSTALLED
Maintain grass path in Natural Burial Area	E6	Ongoing	JOC GM Contractors	GM Contract			DONE

YEAR 1 MAP



## YEAR 2 ACTION PLAN 2016 - 2017

Action	Obj. Ref	When	Responsibility	Funding	Est. Cost	Spec. Ref	Status
Review fees and charges and cemetery rules and regulations		Annually	SADC				DONE
Capture all Burial Register data electronically	A4	June	SADC		£7000		DONE
Mulch trees along the main access routes with woodchip	C1	May	JOC GM Contractors	GM Contract			DONE
Remove trees/scrub from unattended graves.	C4	June	Volunteers				DONE
Review the design of the formal flower beds	C5	June	SADC/CMS				DONE
Develop area around the Chapel and toilet block into bee friendly flower beds.	C7	June	SADC/CMS	SADC	£300		DONE
Reprint the Cemetery leaflet to include site map with self guided tree trail.	G5	Jul	SADC/CMS	SADC	£1500		
Supply and plant standards (Orchard spp) at entrance to the Natural Burial Area	E4	Feb	SADC/CMS Volunteers	SADC	£40 x 10		DONE

YEAR 2 MAP

### YEAR 3 ACTION PLAN 2017 - 2018

Action	Obj. Ref	When	Responsibility	Funding	Est. Cost	Spec. Ref	Status
Review fees and charges and cemetery rules and regulations		Annually	SADC				DONE
Renovate Chapel to create warmer and welcoming environment	A4	Jan	SADC		£1400		DONE
Renovate cemetery office to create a neutral warm, and caring environment	A5	Mar	SADC		£3000		DONE
Capture all Burial Register data electronically	A3	Jan	SADC		£4000		DONE
Install bat and bird nest boxes. Install invertebrate hibernation boxes.	E13	Ongoing	SADC		£200		ONGOING
Recruit volunteer to write newsletter	G2	Feb	SADC		£100		ONGOING
Work with the local Interfaith group to facilitate a volunteer working party		Nov	SADC/Interfaith groups				ANNUALLY / COMPLETE
Survey of pathways to resurface / repair potholes	B5	April	SADC		£25000		DONE

## YEAR 3 MAP

## YEAR 4 ACTION PLAN 2018 - 2019

Action	Obj. Ref	When	Responsibility	Funding	Est. Cost	Spec. Ref	Status
Review fees and charges and cemetery rules and regulations		Annually	SADC				DONE
Manage summer meadow areas	E1						DONE
Install interpretation board, fingerposts and a new entrance sign	A1	Mar	SADC		£9000		DONE
Maintain grass paths	E6						DONE
Investigate feasibility of new Garden of Rest			SADC				DONE
Carry out improvements to Green Burial Area	E5 E2		SADC	Internal budget	£3000		DONE
Work with the local Interfaith group to facilitate a volunteer working party		Nov	SADC/Interfaith groups				DONE
Continue tree replacement strategy	E10						ONGOING

YEAR 4 MAP

## YEAR 5 ACTION PLAN 2019 -2020

Action	Obj. Ref	When	Responsibility	Funding	Est. Cost	Spec. Ref	Status
Review fees and charges and cemetery rules and regulations		Annually	SADC				IN PROGRESS
Manage summer meadow areas	E1						IN PROGRESS
Maintain grass paths	E6						ONGOING
Continue with tree replacement strategy	E10						ONGOING
To review the provision and signage of waste bins	C	Sep – Mar 2020	SADC	Internal budget	£2000		STARTED
Review existing and produce new management plan	G6						IN PROGRESS
Railings away from the main entrance on Hatfield Road would benefit from cleaning and repainting in the next year or two.	C10	Oct 2020	SADC	Internal budget	TBC		STARTED
Installation of parking control measures along main avenue		March 2019	SADC	Internal budget	£495		DONE
Investigate increase size of wild flower meadows and long grass planting	E1	March 2020	SADC	Internal budget			IN PROGRESS
Ensure the memorial safety inspection documents are available to be inspected and that a formal process is in place.	B3	Sept – Dec 2020	SADC	N/A	Officer time		
Develop new Green Space Action Plan		Oct 2020	SADC	N/A			IN PROGRESS

YEAR 5 MAP





## 6 APPENDICES

### 6.1 CONTACTS

Organisation	Role	Contact Details	Phone/email
St Albans City & District Council	Cemeteries Superintendent	Belle Daytonn	<a href="mailto:belle.daytonn@stalbans.gov.uk">belle.daytonn@stalbans.gov.uk</a> 01727 819362
John O'Conner Grounds Maintenance	Ground maintenance contractor Grave diggers	Customer Care	01727 844638