



Wirral Council

Regeneration and Environment Directorate

Parks & Countryside Service

Frankby Cemetery

Management Plan

2022 - 2027



Management Plan written and updated by:	Date:
Ian Roberts	Updated January 2024

Management Plan authorised by:	Date:
Anthony Bestwick	January 2022

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Introduction

Wirral Council has produced this management plan following consultation with partners including operational staff and the Friends of Frankby Cemetery to provide a framework for the future care, maintenance, and management of Frankby Cemetery.

We encourage suggestions from Cemetery visitors and the wider community to this plan.

Burial Records are kept at Wirral Council's **Landican Cemetery Office** which can be contacted Tel:0151 666 3001 - Email: landicancemetery@wirral.gov.uk

If you wish to find out further information about this document or submit any suggestions please contact the Parks, Allotments and Countryside Service at Wirral Council on 0151 606 2004 or email ianroberts@wirral.gov.uk or write to:

**Wirral Council
Wallasey Town Hall
Brighton Street
Wallasey
CH44 8ED**

Minicom – 0151 606 2575 – for people with hearing difficulties

**Typology and primary purpose - Wirral Open Spaces Assessment November 2010
(based on PPG17 guidance)**

Typology: Cemetery

The Wider Policy Context

Wirral Council's Parks and Countryside Service are based within the Neighbour Services Department of Wirral Council.

The content and structure of the Management Plan has been informed by the following guidelines:

A Guide to Producing Park and Green Space Management Plans (CABE Space, 2004)
<https://webarchive.nationalarchives.gov.uk/ukgwa/20110118095356/http://www.cabe.org.uk/files/parks-and-green-space-management-plans.pdf>

Raising the Standard: The Green Flag Awards Guidance Manual (Keep Britain Tidy, 2016)
www.greenflagaward.org/media/1019/green-flag-award-guidelines.pdf

1.1. Corporate Objectives

The Council's Vision is that Wirral will be a place where the vulnerable are safe and protected, where employers want to invest and local businesses thrive, and where good health and an excellent quality of life is within the reach of everyone who lives here.

The Wirral Plan agreed by cabinet in September 2021 sets out a series of pledges which the Council and its partners will work to achieve by 2026 focussing on 5 key themes:

- Inclusive Economy
- Safe and Pleasant Communities
- Sustainable Environment
- Brighter futures
- Active and healthy lives

The Wirral 2021-26 plan is available to download online:
<http://democracy.wirral.gov.uk/documents/s50080601/Appendix%20%20Wirral%20Plan%202021-26.pdf>

1.2. Parks and Countryside Service Objectives

The department's role is to protect the environmental quality of key locations across the borough for all local people, communities, and visitors to enjoy and to influence investors to operate their businesses and encourage new investors. Parks and countryside site maintenance and land uses will be re-aligned where appropriate to achieve resource and economic efficiencies whilst promoting health, social and environmental benefits to our communities.

The Parks and Countryside Service have produced a 10-year Parks and Open Spaces Strategy that will inform and direct the next 10 years for the service (running from 2014-2024). It is available online at:

<https://www.wirral.gov.uk/sites/default/files/all/Leisure%20parks%20and%20events/parks%20and%20open%20spaces/Wirral%20Parks%20and%20Open%20Spaces%20Strategy%202014-2024.pdf>

The Strategy sets out how Wirral Parks and Countryside Service will aim to provide attractive and well managed parks and open spaces, whilst being accessible; and providing positive and healthy activities for all local people, communities, and visitors to enjoy and to attract and retain investment in the borough. The service also intends to contribute to the environmental sustainability and biodiversity of Wirral to achieve a good balance by protecting habitats while supporting economic growth.

1.3. Environmental Initiatives

Wirral Council is committed to carrying out its work in an environmentally responsible manner.

Wirral Council declared an Environment and Climate Emergency at Council in July 2019 and through this committed to action to address the ecological and climate crisis that we face.

The commitment to action aims to:

- cut climate damaging pollution locally in line with global targets, whilst developing resilience to more extreme weather patterns and rising sea levels that impact Wirral
- protect and enhance biodiversity

As a local authority, we can have a positive influence through:

- how we organise our operations and services
- the regulations and policies we set
- the goods and services we buy
- the investments we make
- the example we set to others.

Tackling the ecological and climate crisis presents major opportunities locally to improve quality of life, health, wellbeing, and the economy.

More information on the Climate Emergency Declaration maybe found at:

<https://www.wirral.gov.uk/about-council/climate-change-and-sustainability/climate-change-action>

To deliver against these aims Wirral Has developed 'Cool Wirral'. The Cool Wirral campaign is aimed at encouraging local climate-related action in support of the delivery of the 'Cool 2 Climate Change Strategy for Wirral: -

[View Wirral Council's Cool 2 climate strategy and progress reports](#)

The Cool Wirral Partnership (formerly the Wirral Climate Change Group) co-ordinates local action on climate change. The partnership is supported by Wirral Council and a variety of partnership.

More information on the Cool Wirral Partnership maybe found at:

[https://www.wirral.gov.uk/about-council/climate-change-and-sustainability/cool-wirral#:~:text=The%20Cool%20Wirral%20Partnership%20\(formerly,Wirral%20Partnership%20ONHS%20Foundation%20Trust](https://www.wirral.gov.uk/about-council/climate-change-and-sustainability/cool-wirral#:~:text=The%20Cool%20Wirral%20Partnership%20(formerly,Wirral%20Partnership%20ONHS%20Foundation%20Trust)

Some key initiatives include: -

Designating Pollinators and wildflower sites

A large proportion of pollinators are flies, including more than 250 species of hoverfly. Bees make up about a quarter of the pollinating insects and in the UK alone there are approximately 250 species of bee, 24 species of bumblebee, 225 species of solitary bee and just one species of honeybee. Butterflies and moths are also pollinators as well as bugs and beetles.

In line with the council's Climate Emergency Response, steps are being taken to prioritise pollinators. Dependant on the location of a verge, pollinators are prioritised in various ways, these methods can include:

- planting pollinator friendly plants
- not mowing grass verges when wildflowers of significance are in season
- reduced weed removal in the area of pollinator sights

<https://www.wirral.gov.uk/environmental-problems/street-care-and-cleaning/pollinators-and-wildflower-sites>

No Mow May

Throughout the month of May, the council takes part in the [No Mow May campaign](#), which is about stopping mowing in general grass areas in parks to help bees, butterflies and wildlife.

Trees, hedgerows, and woodland

The council have been working with partners and stakeholders to develop a 10-year strategy to consider how we manage and respond to the borough's current trees and the future provision of trees. In the ten-year span of this strategy over 210,000 trees will be planted, at least 21,000 per year. In doing so we will replace many times over the number of trees unavoidably lost. The trees that are planted will see Wirral's tree canopy cover doubled by the time they are fully grown.

We will adopt the principle of 'the right tree for the right place' to ensure the most resilient tree population possible. We will establish a clear picture of Wirral's tree stock and its benefits. We will work constructively with individuals and groups to deliver this vision.

<https://www.wirral.gov.uk/about-council/climate-change-and-sustainability/trees-hedgerows-and-woodland>

Parks and Countryside Service Objectives for 2014/24

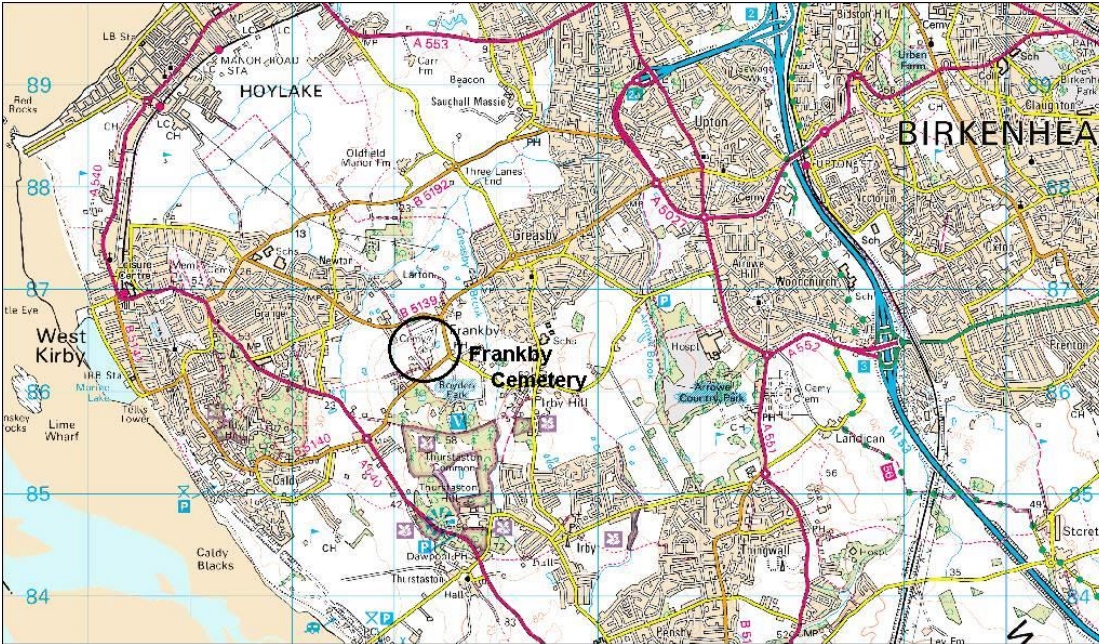
The Parks and Countryside Service have produced a 10-year Parks and Open Spaces Strategy that will inform and direct the next 10 years for the service. It is available online at: <https://www.wirral.gov.uk/my-services/leisure-and-culture/parks-beaches-and-countryside/parks-development-and-maintenance>

While the primary purpose of Frankby Cemetery is to provide burial space and through this, areas of quiet contemplation for family members, cemeteries can have a wide contribution being well-maintained and accessible places. While delivering on the above, they offer areas for passive recreation, biodiversity, and climate control, amongst other aspects within the Parks and Open Spaces Strategy.

The Strategy sets out how Wirral Parks and Countryside Service will aim to attract and retain investment in the borough through provision of attractive and well managed parks and open spaces, whilst being accessible; and providing positive and healthy activities for all local people, communities, and visitors to enjoy. The service also intends to contribute to the environmental sustainability and biodiversity of Wirral to achieve a good balance by protecting habitats while supporting economic growth.

Site information

Location plan:



Site name: Frankby Cemetery

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Site address: Frankby Road, Frankby Village, Wirral CH48 1QJ

Primary classification: Cemetery

Primary purpose: To provide grave space for the interment of the deceased. The site may also provide additional opportunities for quiet contemplation and natural wildlife.

Grid reference: 324448, 386692

Ward: Greasby, Frankby and Irby

Size: 12.18 Hectares

Brief description:

The site is a designated cemetery for the interment of the deceased, situated in the village of Frankby. It is constructed on a gently sloping site from west to east and incorporates the old Frankby Hall (currently used as chapels, cemetery supervisors' office and staff residence), sandstone entrance lodge, barns and stabling currently used for machinery / material storage, lake, mature planting, and woodland. The site is bounded by sandstone walling to surrounding roads and metal railing fencing to farmland boundaries. The cemetery is bounded to three sides by feature sandstone walling. The Frankby / Thurstaston footpath

bounds the west boundary. A belt of mature woodland comprising mainly oak, and pine augments all boundaries.

History

The Cemetery opened in 1940. It is laid out on land that once belonged to the Royden family, who were wealthy ship builders and owners and lived on the site in Frankby Hall. Thomas Royden served as Lord Mayor of Liverpool and represented Toxteth West in the House of Commons as a Conservative. The hall itself was built in 1846/7. The Wallasey Corporation bought the land and buildings in 1937, converting part of the hall into 2 chapels and providing ground for burials.

Access

The main vehicular entrance to the site is situated on Hill Bark Road at its junction with Frankby. Tarmac roadways link this entrance with the lawn border sections and secondary entrance from Montgomery Hill. Both entrances are suitable for wheelchairs/mobility scooters. Car parking is available along the internal road network and around the chapels when funerals are taking place.

Public transport bus routes serve the cemetery on nearby Frankby Road with a stop at the small green in the hamlet of Frankby.

Within the old hall that houses the chapels, there is currently an office and full-time sexton to inform the public of the position of an interment. The building also includes public toilets and staff mess room. The toilets require improvement: there has been a successful DDA Capital Bid, and we are in discussions on making improvements.

Both entrances to the chapels and toilets are suitable for wheelchair/scooter users.

No alcohol ban signage is erected.

Horses are banned from riding through the Cemetery and appropriate signage is erected.

There is an information board at the main entrance that is regularly updated.

Tenure and concession agreements

The site is owned by Wirral Council.

Land to the southern boundary (to the left of the main drive) was leased to a local farmer for grazing but the lease expired in July 2013, and it is now re-acquired for extension for the cemetery burials and work is currently underway to develop this area. This includes the addition of new burial sections. Phase One has been completed, which saw the required infrastructure of roadways and drainage installed. Capital funding has been secured for Phase Two, which will see the formal laying out of the new burial sections. These are due to be available from Autumn 2020. To ensure the provision of sufficient new burial spaces, a new section will also be developed opposite Section T.

Summary of main uses:

- Cemetery
- Parks, Allotments and Countryside cemetery team depot and cemetery supervisors' office.

Current Facilities and Features

- Open plan grassland with lawn border arrangement of memorials.
- Mixed woodland copses and boundary tree belts.
- Small natural lake.
- Sandstone Hall comprising chapels, sexton's office / mess room, staff quarters and public toilets.
- South entrance sandstone lodge (privately tenanted).
- Sandstone stabling used as storage sheds.
- Large walled compound.

Partner organisations:

- Friends of Frankby Cemetery
- Grave owners and families of those interred.
- Council tenants living in the hall and lodge.
- Wirral Council Community Patrol
- Funeral Directors
- Stone Masons
- Merseyside Police

Stakeholders:

- Grave owners and families of those interred.
- Friends of Frankby Cemetery
- Grounds maintenance staff.
- Council tenants living in the hall and lodge.
- Funeral Directors
- Stone Mason

The site has a representative Friends Group. In addition, advisory environmental groups liaise regularly with council staff.

It is a working cemetery and well used by the public.

Resources:

There is a dedicated capital budget for improvements to the Cemetery; the Registrar successfully applied for two Council Capital Bids for the extension to the Cemetery for future interments. Phase One started in the Autumn of 2018 and saw the installation of the required road and drainage networks for the new burial sections. Phase Two of the Capital Bids will see the setting out of the sections. It is anticipated that the new burial areas will be available from Autumn 2020.

Grounds maintenance is funded from the annual Cemeteries' revenue budget.

The Friends Group assist with funding small capital schemes i.e., Shrub planting.

The local Team Leader for Upton, Greasby, Frankby and Irby is responsible for the day-to-day management of the Cemetery; they are supported by the Central Area Manager – Parks, Allotments and Countryside has overall responsibility for grounds maintenance. Staff based in the Cemetery carry out burial and site maintenance.

General information:

The character and amenity of the site should be retained whilst seeking improvements that compliment the site. Feature sandstone gates pillars and wrought ironwork should be retained and maintained. Sandstone boundary walling should be maintained likewise.

Consideration should be given to the status and maintenance of the buildings within the Cemetery. The main building housing the chapels has no listed status but is of high architectural quality. One of the chapels requires some re-decoration. The old sandstone barn and stabling currently used for machinery and equipment storage are in need of improvement.

The lodge is tenanted and is maintained to a good standard.

The open grassland and quiet nature of the site is conducive to providing a habitat for a wide variety of birds including woodpeckers, owls and hawks, bats, and other mammals.

A Friends Group was formed in 2011/12 who partner Wirral Council in the maintenance and management of the Cemetery.

The pond is managed to provide an environment for a variety of course fish and waterfowl in association with attractive water lilies. Fishing is not allowed.

The woodland burial section has previously been sown with a woodland glade flower mixture in partnership with the National Wildflower Centre (Land life). The maintenance of this area has been reviewed and with the assistance of the Friends Group, an extensive spring bulb planting was undertaken, which includes snowdrops, daffodils, and bluebells.

Sandstone pillars and wrought iron gates with the site name form the main impressive entrance point, with a wide tarmac driveway leading up towards the chapels.

Summary of known problems:

The site is in the attractive hamlet of Frankby. The Cemetery does occasionally suffer from minor acts of vandalism / theft. The Cemetery is rapidly becoming full and has recently been extended to accommodate further interments. The rock niche areas are for cremated remains only. A Natural Burial area is now full. The only burials within the Natural Area will be any purchase of sites. The areas have been set aside around the boundary of the cemetery for additional cremated remains plots. 2020 should see the completion of the new extension. The new extension will provide 15 years of new graves.



A rock niche area

Green Flag Analysis and Assessment

The intention is for the site to achieve the standards as defined by the Green Flag Award Scheme. Further details concerning the award can be found at www.greenflagaward.org.co.uk

The current condition of the site has been assessed using the following criteria as defined by the Keep Britain Tidy Group's Green Flag Award scheme:

1. A welcoming place.
2. Healthy, safe, and secure.
3. Well maintained and clean.
4. Environmental management.
5. Biodiversity, landscape, and heritage.
6. Community involvement.
7. Marketing and communication.
8. Management.

1. A welcoming place

The main vehicular entrance to the site is situated on Hill Bark Road at its junction with Frankby Road. Traffic has increased at this junction over recent years and as part of the extension plan a second entrance from Montgomery Hill has been created as part of Phase One to improve access and traffic flow.

Sandstone pillars and wrought iron gates with site name provide an impressive entrance point, with a wide tarmac driveway leading up towards the chapels.



Main entrance driveway

The Montgomery Hill entrance has slightly obscured sight lines onto the highway and is therefore less well used.



Montgomery Hill access

Car parking is available along the internal road network and around the chapels when funerals are taking place. Sections of the roadway have recently been re-instated. The drive around the chapels has been completely re-surfaced and a one-way system has been installed.

Public transport bus routes serve the cemetery on nearby Frankby Road with a stop at the small green in the hamlet of Frankby.

A dedicated Sunday bus service operates from Wallasey to bring relatives to the Cemetery.

Within the old hall that houses the chapels, there is an office and full-time Cemetery Supervisor to inform the public of the position of an interment, advice, or deal with any comments.

In recent years the volume of burials at Frankby Cemetery has increased but there is only need for one chapel to operate at any one time. The chapel to the left on entry could be better utilised as a waiting area once re-decoration has been carried out.

The building also includes public toilets, cemetery supervisors' office and staff mess room. The toilets are dated and require improvement.

Both highway entrances to the Cemetery are suitable for wheelchair/ Mobility Scooter users.

'No alcohol' ban signage is erected at present.

There is an information board at the main entrance.

There is currently no brown highway direction signage to the Cemetery from the main roads in the vicinity. This is to be sourced and erected.

2. Healthy, safe, and secure

Control of Dogs/Dog fouling

Wirral Council is currently undertaking a review of how best to manage dog control across the borough; information will be available through the council website in 2018.'

We know from the evidence produced from the Wirral Parks Survey (2012) that a dog fouling and dogs off leads are a major concern for park users in Wirral.

The whole of the Wirral Borough is designated under Dog Control Orders (that implement section 55 and 56 of the Clean Neighbourhoods and Environment Act 2005) these provide increased levels of enforcement for five offences prescribed in a dog control order, these are - failing to remove dog faeces, not keeping a dog on a lead, not putting a dog on a lead when directed to do so by an authorised officer, permitting a dog to enter land from which dogs are excluded and taking more than a specified number of dogs onto land. In addition, the Anti-Social Behaviour, Crime and Policing Act 2014 give powers to Council officers to deal with

irresponsible dog owners by issuing Community Protection Notices or Public Spaces Protection Orders.

Signs are provided at entrance points indicating the Cemetery is a 'dog control' area. Dog walkers are advised that dogs must be on a lead. Dog fouling is classified in law as litter for street cleaning purposes and can be disposed of correctly wrapped in Council litterbins. Dedicated 'dog waste only' bins are not provided by the Council. Many dog walkers do use the park's litterbins for the disposal of removed faeces.

Anti social behaviour

Wirral Council operates a 24-hour Community Patrol force, established to provide a response to any concern notified to them regarding anti-social behaviour occurring within Council owned land. The Patrol can be contacted on telephone number 666 5265.

Incident reports compiled by Wirral Council's Community Patrol are made available to the Parks, Allotments and Countryside Service and are provided to the Area Parks Manager.

Buildings

Wirral Council introduced 'Legislative Compliance' for all buildings within its ownership in January 2008. The Area Manager is the designated 'Facilities Manager' with the responsibility for the management of the building to ensure it complies with both the legal requirements as well as the authority's own standards.

Infrastructure

We are presently burying on the final section available for burial, with only a minimum amount of new space available. It is planned to add additional burial space on land available opposite Section T. It is planned that this will prove sufficient space for a one-year requirement for burial space, before the new Section becomes available. The new extension that will come online in Autumn 2020 and will provide 15 years of burial space. The area set aside for cremated remains niche rocks will provide 8 years of additional provision. The Natural burial area is now full and at this stage, within the new section there will be a meadow burial area.

Capital funding to extend and develop the final section for interments has been approved and Phase One has now been completed.

An annual Site Safety Inspection checklist has been introduced. The inspection will identify defects within the cemetery that present a risk to staff and/or users and include footpaths, walls, fences, buildings, furniture, and planted areas.

A policy for the management of memorials was introduced during 2005. The Health and Safety Executive require local authorities to have a suitable inspection programme for memorials. All memorials should be inspected on a minimum 5 yearly cycle, any memorials that fail the test are made safe immediately to remove the hazard. Where possible, grave owners are notified of the need to re-fix the unsafe headstone. If owners do not take action to have the headstones made safe the Cemetery will do so. This involves lifting and

repositioning the headstones and, in some cases, staff laying them flat. Inspection procedure records are maintained at the Landican Office.

There are several 1100 Litre wheeled bins situated throughout the site on the internal road network. These are emptied via a private contract with Biffa waste disposal services. It has been proposed to undertake a review of the waste management within the Cemetery to consider more segregation of the various waste items generated, such as composting of green waste.

Seating was numerous and funded by donation as commemorative benches. They are of a standard design.

The Council's day-to-day repair system and relevant contractors undertake any repairs requested.

Any major repairs or refurbishment can be included or considered as part of the council's planned preventative maintenance programme or included on the Council's capital programme.

There are public conveniences that are clean but require updating.

Wirral Council has a written and up to date Health and Safety Policy.

The area works compound, although hidden from view from the Cemetery, does require improved housekeeping. The site is no longer used as a district depot. In discussion with the Cemeteries Registrar, alternative use, or development of this area to be identified.

The presence of on-site resident staff in the main hall and gate lodge is a useful deterrent to any act of vandalism or anti-social behaviour.

3. Well maintained and clean

Horticultural maintenance is carried out in accordance with the 'Frankby Cemetery' Service Requirement' (Appendix 4).

Horticultural maintenance is carried out in accordance with a frequency-based work programme allied to a specification. The work programme or "job card" is issued to staff on a quarterly basis; these are used for identifying all maintenance operations on the site for the period.

There are four permanent site-based members of staff. This is supplemented by a Seasonal member of staff for the summer season.

Tree work for Parks and Countryside is managed in several ways. All sites, including Frankby Cemetery, are on a scheduled Tree Inspection Regime that will see all sites inspected on a minimum of a three-year cycle. A survey report is then produced. This then goes to our newly appointed Tree and Woodlands Officer, who reviews the recommendations, and amends if required. This then goes to our nominated tree contractor who quotes for the work. Once the work has been agreed, the work is then undertaken by the nominated tree

contractor. Tree inspection is supported by on-site staff who will also do inspections and report any concerns. There is also a new Post-Storm Inspection Policy.

Maintenance of the buildings within the Cemetery is carried out via the Departments day-to-day repair system.

There is currently a rabbit problem within the Cemetery, burrowing and stripping planting and floral decorations. Recently complaints about rabbits have been minimal, however consideration about control of numbers will be given to consider the following: a possible reduction of numbers through an approved control method, although account must be taken of the sensitivities of any such action, particularly as this is a cemetery. Monitoring of this issue will continue and if problems are within the parameters of what is considered reasonable, no action will be taken.

The Friends meet with Parks Officers as required but there is frequent informal contact with the Chair of the Friends Group and the on-site Cemetery Supervisor.

Where possible, the Friends have assisted with litter picking and presentation of the Cemetery via regular organised work parties.

4. Environmental management

Energy, water consumption and emissions

Water and energy consumption is monitored and where necessary modification is made to minimise wastage, achieving economies in usage in line with the Council's Environmental Policy.

All vehicles and plant have comprehensive maintenance regimes carried out by operational support services and the Parks Service workshop technicians.

Tractor and mowing equipment are checked for emission levels.

The private contractor Biffa Waste Services currently disposes of general litter from the site on a weekly frequency, via 1100 litre wheeled containers.

Tree brash, resulting from tree work, is chipped, and stored at the central depot at Arrowse Park. Chippings produced at Frankby remain on site for re-use. Chippings are used within the Parks sites for pathways and mulching; they are also sold for biofuel.

Grass clippings are left on site following mowing.

Control of Substances Hazardous to Health (C.O.S.H.H.) assessment records of the chemical-based products used within the cemetery together with herbicide records are retained at the district depot (Arrowse Park Depot). Chemical storage and usage within the

Cemetery comply with the requirements defined within the current pesticide handling legislation.

Following recent concerns around the use of herbicides, particularly Glyphosate, Wirral Parks and Countryside Service is undergoing a trial ban on the use of Glyphosate and is only used in exceptional circumstances or to deal with invasive non-native species. Previous use of Glyphosate within the Cemetery was minimal.

Motorised mowing equipment is checked for emission levels.

The Cemetery is served by public transport with bus routes and stops on Frankby Road at the village green. On Sunday's the dedicated bus drops off passengers within the Cemetery.

Peat is not used in any capacity on site.

Annual bedding is now produced in 100% peat free compost.

5. Biodiversity, landscape, and heritage

The character and amenity of the site should be retained whilst seeking improvements that compliment the site. Feature sandstone gates pillars and wrought ironwork should be retained and maintained. Sandstone boundary walling should be maintained likewise.

Consideration should be given to the status and maintenance of the buildings within the Cemetery. The main building housing the chapels has no listed status but is of high architectural quality. One of the two chapels requires re-decoration. The old sandstone barn and stabling currently used for machinery and equipment storage are in poor condition. The lodge is tenanted and is maintained to a better standard.



South Lodge



Old barn storage

The open grassland and quiet nature of the site is conducive to providing a habitat for a wide variety of birds including woodpeckers, owls and hawks, bats, and other mammals. Bird boxes can be purchased via Landican Cemetery as part of a commemoration / donation scheme.

The pond is managed to provide an environment for a variety of course fish and waterfowl in association with attractive water lilies. Fishing is not allowed. As part of the new development scheme, it is proposed that improvements will be undertaken to this area.



The Lake

The woodland burial section has been sown with a woodland glade flower mixture. In the winter of 2016, an extensive spring bulb programme was undertaken, with the assistance of the Friends Group. This saw the planting of 2000 snowdrops, 2000 daffodils and 2000 bluebells.

Mowing of this area should only occur in accordance with the service requirement in Appendix 3.

Additional planting of shrubs to augment the wildflower area should only occur to the woodland perimeter.



Natural burial area

6. Community involvement.

The site now has a representative Friends group formed in 2011/12 who is working with Cemetery staff and officers to drive improvements to the site.

The Friends have given time and funding for the improvement of the Cemetery through monthly tidying, commemorative bird bath and sundial and shrub bed planting.

Wirral's Parks Friends groups are invited to attend a Park's Forum, which is held twice a year. This presents an opportunity for the various groups to network and share their experiences. Collectively the Friends of Wirral Parks produce a quarterly newsletter with contributions from all Friends groups.

The Council is working closely with the existing 45 Friends Groups and are providing support for new groups. The Friends and stakeholders will be an integral part of the way the Council takes the service forward including the setting of key performance indicators and the future monitoring of performance of the service.

Wirral Council staff should continue to encourage positive use of the Cemetery by stakeholders and the public.

The Friends committee meets formally three times a year and representatives of Wirral Council Parks and Countryside Service attend.

In addition, many advisory environmental groups liaise regularly with council staff.

7. Marketing and communication

Wirral Council has a web site that has links to the Parks and Countryside information www.wirral.gov.uk. There is a link to the council's cemeteries.

Information regarding burial procedures, rules and regulations and choosing a memorial is available in a booklet via the cemetery office in Landican or via email at landicancemetery@wirral.gov.uk

In addition, Wirral Council have produced a Bereavement Guide offering practical advice on arrangements that need to be made following the death of a family member. This is also available from the cemetery office in Landican and at other Council outlets including libraries, one-stop shops, and local hospitals.

There is an information board with contact numbers and information that is regularly updated.

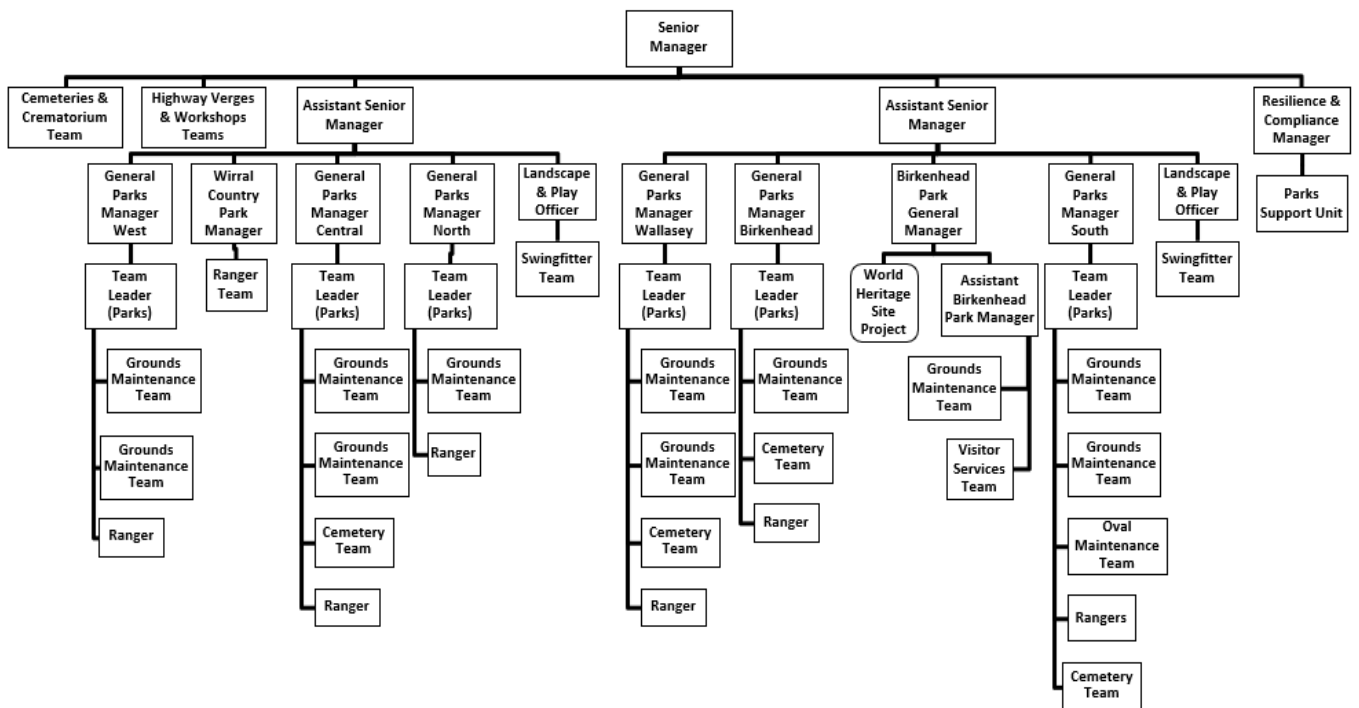
8. Management.

The local Team Leader for Irby, Upton, Frankby and Greasby has responsibility for the site management on a day-to-day basis, including the supervision of Cemetery staff. Wirral Central Area Parks Manager supports the management of the Cemetery. The Cemetery Supervisor manages the site on a day-to-day basis. Wirral's Cemeteries Registrar has the legal responsibility for cemeteries and burials and provides guidance to the Central Area Manager.

Enquiries about the management of the Cemetery should be directed to the West Area Parks Manager on **0151 606 2004**. Email: <https://www.wirral.gov.uk/my-services/leisure-and-culture/parks-beaches-and-countryside/parks-development-and-maintenance> The Parks and Countryside Service like other public services around the country is experiencing budgetary pressure and face challenging times to deliver service improvements.

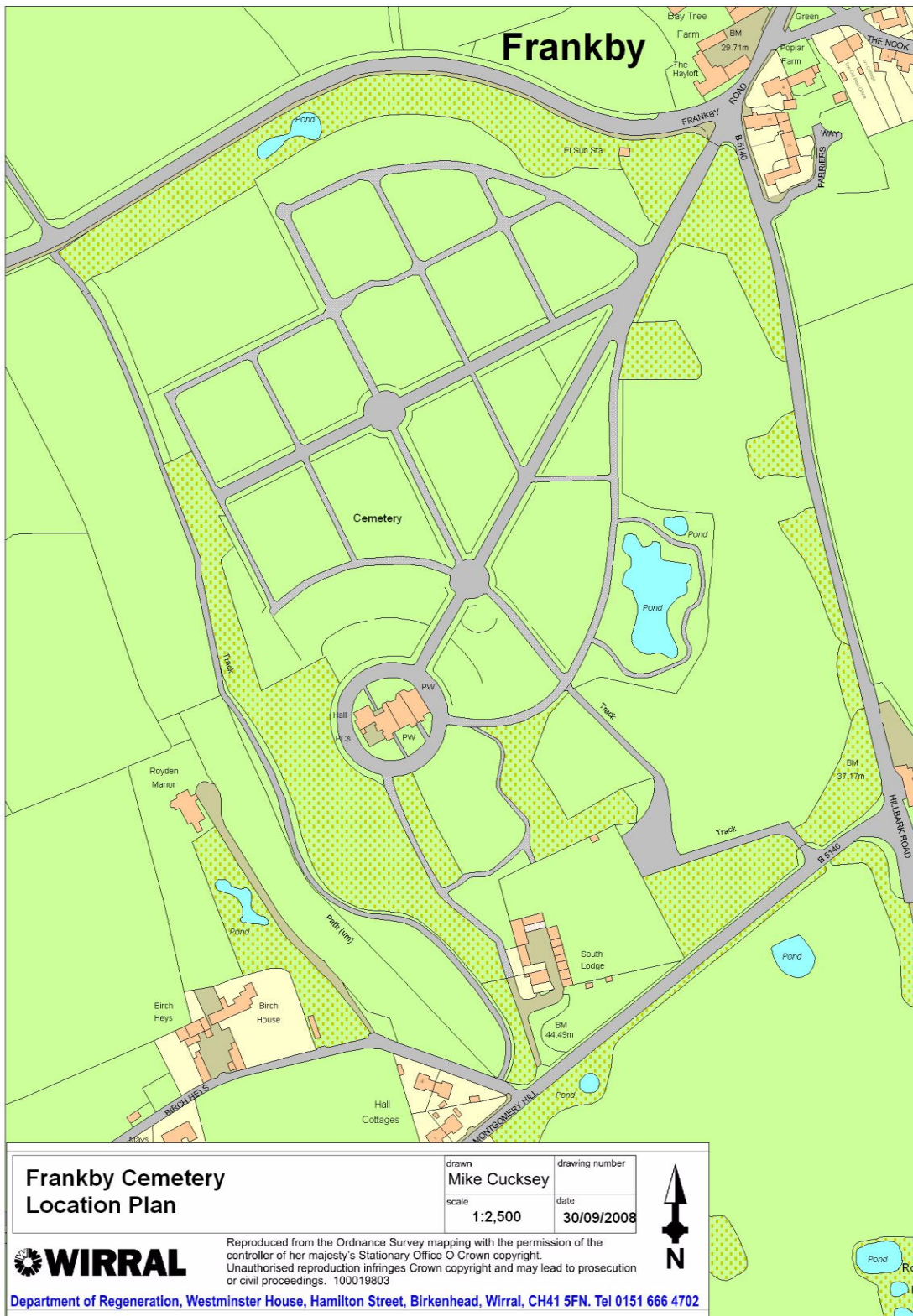
Current Wirral Parks and Countryside Service organisation chart.

Management structure 2021 for Parks, Allotments and Countryside



Appendices

Appendix 1: Site plan



Appendix 2: Aerial photograph



Appendix 3: Frankby Cemetery Service Requirement

Cemeteries and churchyards – burials, interments, and memorials

Includes all works in relation to the interment and exhumation of bodies (the term “bodies” shall include adults, children, babies, nonviable foetus, cremated remains and body parts).

The grave shall be excavated to the required dimensions and shaped to produce a regular and uniform opening. A flat base shall be created at the bottom of the grave. The Contractor shall ensure that no adjoining or underlying remains are disturbed and during excavation shall ensure that the grave is adequately shored using an approved shoring system in accordance with the Safe working practices and the corresponding ground conditions. Grave shoring shall remain in position until after the interment. Mechanical equipment shall only be used to excavate within 300mm of the previous interment, the remaining depth shall be excavated by hand.

Graves excavated within Muslim burial areas shall correspond to Muslim religious requirements and enable funerals to follow the requirements of the Islamic faith.

After completion of the excavation work and each time an open grave is left unattended, the grave shall be covered completely with boards to remove any potential hazard to persons in the cemetery.

The following operations shall be completed not less than 30 minutes prior to the arrival of the cortege at the cemetery:

- The grave shall be empty of any water for the interment. Any water removed shall be deposited well away from any area the cortege may use. The bottom of the grave shall be uniformly covered with a layer of wood shavings, fresh grass or leaves and be of a sufficient depth to mask any water that may collect prior to the cortege leaving the cemetery.
- Level and secure walk boards/work platform shall be placed along each side of the grave as specified within the ICCM Code of Safe Working Practice for Cemeteries. The platform, grave sides, all excavated material, any grave timbers shall be draped and covered completely with grass matting. The grass matting shall be neatly and tidily arranged and secured to prevent it blowing in the wind. Grass matting shall be always kept in good condition. A suitable container with dry soil shall also be made available at the grave side for use by the mourners.
- An adequate number of clean lowering tapes shall be placed in position at centres appropriate to the size of the grave together with appropriate putlogs and ends tapes.
- The area around the grave shall be cleared of all litter, leaving it in a clean, tidy, and presentable condition. During inclement weather conditions the access to be used to the grave shall be boarded and matted to ensure the safety of the mourners.
- The Contractor’s grave digging staff shall attend the grave until the arrival of the Sexton to attend to any unforeseen circumstances such as the collapse of a grave.

The cemetery Supervisor shall be present to meet the cortege and to provide any general assistance that may be required until the cortege leaves the cemetery after the interment. He shall also attend to any unforeseen circumstances during the interment such as the collapse of a grave. Two other suitably dressed members of staff shall also be available nearby to assist with the safe lowering of the coffin on the instruction of the Cemetery Supervisor.

During the interment any Contractor's staff not directly required and all grave digging equipment shall remain out of sight of the mourners. No mechanical operations shall be carried out within hearing distance of the funeral party.

Immediately after the cortege has left the cemetery, and not before, the grave shall be back filled in accordance with the ICCM Code of Safe Working Practice for Cemeteries ensuring that the material is not allowed to fall on the coffin in such a manner that may cause damage. On completion, the grave shall be mounded to produce a uniform and smooth mound.

Any floral tributes shall be arranged on the grave in a careful and attractive manner immediately after back filling the grave.

Any memorial which has been made dirty during grave digging operations shall be thoroughly cleaned.

All work must be completed on the day of interment.

The Contractor shall remove floral tributes to the Contractor's tip or for recycling 28 days after their placement at the grave. Artificial displays shall not be removed and shall be placed by the headstone/ grave memorial.

Following an interment, the Contractor shall make good any settlement in a grave using suitable subsoil until 24 weeks after the burial. At no time shall the grave be allowed to sink more than 50mm below the surrounding ground level.

24 weeks after the interment, any mound remaining shall be removed to a sufficient depth below the surrounding ground level to accommodate the placement of topsoil and turf lying. Any further sinkage that occurs within 8 weeks of the initial reinstatement shall be made good at the Contractor's own expense.

The Contractor will carry out interments in the form of 'woodland burials. These are currently being undertaken in the woodland garden at Frankby Cemetery but may be required at other cemetery and churchyard locations. For designated woodland burial locations, plants and wildlife will be allowed to develop naturally and disturbance to plants and wildlife will be kept to a minimum.

The Contractor shall ensure that the paths leading to the burials are swept.

Cemetery staff shall be qualified through the Cemetery Operatives Training Scheme in the following areas:

- Health and Safety and the Burial Process
- Excavator Operation

Exhumation

Occasionally the Contractor shall be required to carry out exhumations for which a Task Order will be issued. Removal of remains shall take place in accordance with the conditions of the licence issued by the Ministry of Justice and/or the faculty issued by the Church Authority, or the coroner's order.

Interment of cremated remains

The Contractor shall carry out the interment of cremated remains in accordance with the requirements for the interment of bodies. Alternatively, the Contractor shall when instructed by the Service Manager carry out the scattering of cremated remains at the precise location instructed.

The Contractor must satisfy himself as to the nature of the ground to be excavated and the conditions of the site as prices for excavation are deemed to include for digging in any material and where necessary excavating and removing material by hand.

Within Frankby Cemetery, the Contractor shall provide the materials to create and construct the Rock Niche graves.

The Contractor shall ensure that the paths leading to the burials are swept.

Memorials - existing

Memorial Inspection Programme

The Contractor shall carry out a memorial inspection programme on all the grave memorials within the cemeteries and churchyards included within the service in accordance with the Institute of Cemetery and Crematorium Management memorials policy and Wirral Council memorials policy.

Each grave memorial must be inspected at least once every 5 years. This has previously been carried out on a rolling programme of 20% of the memorials per year. Appendix SR/20 provides information on the previous memorials inspection results. Any grave memorial that fails the memorial test must be made safe using a method approved by the Service Manager and may require follow up inspections. The Contractor shall provide reports to the Service Manager on the results of the memorial inspection programme on an annual basis.

The Contractor shall provide suitably qualified staff to carry out and record the memorial inspections.

Removal of unauthorised items around memorials

As part of his routine maintenance activities the Contractor will remove unauthorised items such as kerbs and chippings within lawn sections.

The Contractor shall employ staff trained and qualified to appropriate National Association of Memorial Masons (NAMM) standards to enable unsafe memorials to be fixed to NAMM standards.

Foundations for new memorials

The Contractor shall construct foundations for new memorials to National Association of Memorial Masons (NAMM) compliant standards.

Subsided grass areas

Subsidence of grass areas is continually occurring, and reinstatement shall be considered an on-going operation to minimise the effect of such subsidence by utilising subsoil and topsoil excavated from other operations carried out by the Contractor within the cemetery. This requirement applies to all active cemeteries and burial grounds within the service. The Contractor shall include for the provision of topsoil to make up any shortfall.

The Contractor shall be responsible for identifying the areas to be reinstated and advise the Service Manager of such activities through the regular reporting process.

Cleansing: litter, rubbish & leaf collection

Collect and remove litter and refuse from all the sites included within the service requirement. In the case of adopted highway verges this responsibility is limited to the occasions immediately prior to grass cutting activities. Government guidance and Regulations for the disposal of noxious or hazardous waste, for example empty chemical containers or 'sharps' shall be followed.

Inspect and empty all litter bins, and dispose of the rubbish, clear all litter from around each bin.

The Environmental Protection Act 1990 does not specify frequencies, and this requires the requisite standards to be maintained by:

- Ensuring familiarity with site plans and locations
- Programming works effectively
- Applying resources appropriately

Litter control shall conform to the Environmental Protection Act 1990: Code of Practice on Litter and Refuse (updated November 2006).

The Cemetery shall be maintained to Grade B standard in accordance with the Code of Practice Part 1: litter and refuse.

- Predominately free of litter and refuse apart from some small items

The maximum response time to restore to Grade A standard (no litter or refuse) if it falls below Grade B shall be 1 day; this means by 6pm the following day.

Ensure that all staff uses their reasonable endeavours to collect and minimise the effects of litter on the sites, whenever it is encountered in the pursuance of their duties, whether those duties are primarily litter control.

Sweeping and cleansing

This requirement is applicable to all surfaces other than grass within all sites. The entire surfaces of all tarmac, concrete or paved areas, rubberised surfaces, and tiles, including play facilities and safety surfaces and other surface areas including loose surfaces such as bark and shale shall be kept clear in accordance with the Environmental Protection Act 1990: Code of Practice on Litter and Refuse (updated November 2006) to Grade B standard.

Sweeping, including gutters and drainage channels within the surface areas, shall be carried out by appropriate methods that do not damage or disrupt the surface.

Surfaces shall be washed down whenever necessary to maintain a clean and useable area.

All paths and hard surfaces shall be swept at even intervals and be kept cleared of grass cuttings following mowing operations.

All slippery surfaces caused by whatsoever nature, shall be made safe by the removal and / or treatment of the hazard.

All hard surfaces shall be maintained in a substantially weed free condition including moss and algae growth.

Fallen leaves

Fallen leaves shall be regularly cleared from areas of:

- Main entrances and key pedestrian routes and paths
- Visitors' centres and attractions
- Ornamental grass areas
- Soft horticultural features such as bedding and herbaceous borders
- Surfaces within play areas
- Grass sports pitches and facilities
- All weather sports pitches and facilities

Leaf clearance shall take place so that the features remain:

- In good horticultural condition
- And / or useable for sports play
- And / or with a safe, well drained hard surface

Any leaves that have accumulated into drifts or are unsightly or damaging to plants and bulbs shall be removed as a priority.

The operation shall be carried out frequently throughout the autumn to facilitate shrubbery and rose bed cultivation, and to prevent leaves from spreading back onto lawns, paths, hard surfaces, sports, and horticultural features. Where necessary, after leaf clearance, beds shall be lightly pricked through to remove footmarks.

The final clearance of all autumn leaves shall be completed by the end of December in each year of the contract period.

Graffiti and fly-tipping

Information on graffiti and fly tipping shall be collected. Data shall provide such data to the Service Manager on a weekly basis as part of his weekly inspection reports.

Data for incidents of graffiti shall include:

- Date
- Location
- Surface type
- Paint type
- Description including offensive characteristics

Offensive or racist graffiti shall be reported as a priority. This shall be reported to the Service Manager within one hour of identification, to enable this to be removed by the Employer's specialist operator within 24 hours.

Fly tipping shall be defined as any single quantity of tipped material that cannot be lifted by two members of staff and removed from the site. If tipped material can be lifted by two members of staff, it is deemed to be covered by the litter control clauses of this service requirement.

All instances of fly tipping shall be reported to the Service Manager.

Grass maintenance

The use of growth regulators will not be permitted.

All grass cutting machinery used across the entire range of standards shall be appropriate and fit for the purpose of achieving the specified standard.

On each occasion that grass cutting takes place the following shall be achieved:

- An even, uniform sward to the requisite height across 100% of the surface area, including all obstacles, grass margins, weed growth, seed, and flower spikes and bents.
- Litter on areas to be mown shall be removed immediately prior to mowing.
- Any litter subsequently shredded because of the mowing operation, shall be collected, and removed.

Should grass exceed the maximum permissible height, the grass shall be brought back into conformance by frequent repeat mowing.

The edges of turf adjacent to hard surfaces, cutbacks, planted borders, beds, channels and kerbs shall be kept maintained to a neat even line. On each occasion of re-cutting all finished bed edges shall be sharp, neat, and vertical.

In the case of ornamental lawns all cuttings, clippings or other mowing arisings, no matter where they fall, shall be removed for recycling, or reuse immediately on completion of the operation.

All cuttings, clippings, or other mowing arisings across the complete spectrum of grass mowing operations which land on hard surfaces, shrub borders or flower beds shall be cleaned up and removed immediately on completion of mowing.

Arisings that fall on general grass/amenity grass, highway urban verges and rural verges shall not normally require removal, unless excessive growth has occurred, in which case arisings shall be collected and removed for recycling or reuse.

Unless otherwise stipulated in the relevant site management plan, grass areas over naturalised Narcissus, Galanthus and Crocus bulbs etc, shall remain uncut from the commencement of the grass cutting season to the third week in May, unless the bulb leaves have died down sooner, at which time the grass and bulb tops shall be cut and removed, and the areas brought into conformance with the surrounding areas. Subsequently these areas are to be maintained to the same standard as the rest of the area.

In drought conditions, subject to the approval of the Service Manager, the height of cut shall be adjusted so as not to cause added stress and damage to the sward. If grass growth is at a standstill an obligation remains to control grass and weed flower spikes by cutting.

On resumption of mowing operations after adverse weather conditions have caused them to cease, ensure that a return to the appropriate standard is achieved by increasing the frequency of mowing.

Premium ornamental and ornamental grass

Premium ornamental areas and ornamental areas shall be maintained so that they are substantially free from weeds, coarse grasses, moss and algae by cultural methods and the application of approved pesticides. Cutting machines shall be cylinder type for fine turf maintenance. For premium ornamental areas the arisings shall be boxed off and recycled or reused. For ornamental areas there is no requirement for boxing off arisings.

All premium ornamental and ornamental grass areas shall be maintained within the specified height range:

- Minimum height 8 mm
- Maximum height 15 mm

Premium ornamental and ornamental grass maintenance shall include all necessary:

- Pest, disease and weed control
- Fertilising
- Scarifying
- Aeration
- Rolling
- Irrigation
- Seasonal renovation

General/amenity grass

All general/amenity grass areas shall be maintained within the specified height range:

- Minimum height 25 mm
- Maximum height 60 mm

Spring meadow

Spring meadow areas shall be cut to a height of 50 mm, cleanly and evenly in mid-March, mid-August, and late September.

Cuttings and other arisings shall be finely cut and left to lie evenly distributed.

Summer meadow

Summer meadow areas shall be cut to a height of 50 mm, cleanly and evenly only when the sward reaches a height of 100 mm between mid March and late May and again on one occasion in late September.

Cuttings and other arisings shall be finely cut and left to lie evenly distributed.

Hard landscape infrastructure: hard surfaces – roadways, pathways, car parks; parks and green spaces site infrastructure – benches, lighting, fencing, walls (see also Cleansing: litter, rubbish & leaf collection)

Undertake a rolling programme of condition surveys of the hard landscape infrastructure of parks, open spaces, and other sites.

Hard surfaces weed control

Undertake a programme of effective weed control on all hard surfaces including roads; footpaths, car parks, steps, ramps, and bridges Including the bases of all walls and fences where adjoining hard surfaces, along kerbstones and around landscape and park furniture. The use of residual herbicides shall not be permitted.

Hard surfaces gritting, salting and snow clearance

Hard surface gritting, salting and snow clearance is required to ensure that, where reasonably practicable, safe passage along a road or footpath is not endangered by snow ice.

Although there is no requirement to treat all roads and footpaths there are locations where this is required. The sites and areas to be treated are limited to those where essential only access is required which includes to cemetery chapels, access for planned burials, visitor and community centres and known problem locations and hazardous gradients.

Treatment shall include pre-treating to prevent ice from forming and post treating when ice has formed, or snow has accumulated.

Benches and seating

All benches and seating, including picnic benches & tables, shall be kept clean and in good order using such means as repainting or re-staining surfaces according to type of material.

Fences, railings, walls, gates, handrails, stiles, boardwalks, revetments, and bollards

Any minor repairs such as loose bolts, protruding nails and sanding of sharp edges shall be undertaken. All other repairs must be reported to the Service Manager.

Defects, which represent a hazard that cannot be repaired immediately, must be made safe until an effective repair can be undertaken.

Regularly maintain gates, locks, and mechanisms to ensure good working condition.

Notice boards and signs

Keep all signs, signposts, and notice boards clean and in good order using such means as repainting or re-staining surfaces according to type of material of construction.

Shrubs, roses, herbaceous plants

Maintain shrub beds attractively presented, free of litter, weeds, other unwanted vegetation, and pests and diseases. The use of residual herbicides shall not be permitted.

Shrubs shall be maintained by pruning and training using the best horticultural practices to allow the development of each shrub in keeping with its habit, location, and purpose.

Cultivation work in weather or ground conditions that would be harmful to the soil condition and its structure shall not be undertaken.

Observe that the purpose of pruning is to establish a strong framework of branches, keeping the shrubs healthy and vigorous, maintaining the size, shape, and balance, whilst ensuring the maximum amount of flowering wood and fruit are produced.

Carry out the pruning of individual shrubs and roses appropriate to the requirements of each species or cultivar.

Hedges – ornamental and non-ornamental

Maintain all ornamental and non-ornamental hedges to their previously cut height, width, and shape, ensuring that the top and sides of each hedge are cut neatly so that all growth is removed to the point of the previous cut on the old wood. Maintain hedges to ensure the safe and free flow of motor traffic along adopted highways and other vehicle routes, and to ensure the safe and free flow of pedestrians and cyclists along adopted highway footpaths and all other access routes across sites.

All trimmings shall be removed for recycling or reuse.

The base of the hedge shall be left clean, tidy and vegetation free on every occasion the hedge is cut.

Be aware of his obligations when undertaking any work on or near a highway regarding public safety and traffic regulations.

Planting areas general – replacement, renewal, and new planting

Where requested by the Service Manager proposals for replacement, renewal and new planting of shrubs, roses and hedging shall be submitted.

Trees and woodland

Trees within a 25-metre boundary of the highway of all Parks, Allotments and Countryside sites will be inspected and work identified which is required. Any emergency work will be undertaken within a month of the inspection being completed. Any other work identified will become part of a regular monitoring process.

All tree work shall be undertaken in accordance with BS 3998: 2010 'Recommendations for tree work'. Be responsible for making all necessary checks to determine if there are any laws and regulations, including Tree Preservation Orders that would affect any work proposed, and to ensure that all permissions and licences are gained prior to proceeding with work.

All persons employed to undertake tree work, shall be suitably trained and qualified and shall be in possession of appropriate certification.

Consider all paths, grassed areas, pavements, kerbs, approach roads, manhole covers, fences, walls, overhead cabling etc that are either adjacent to or on the work area. These are to be preserved in good condition and make all necessary arrangements to make good any damage to the entire satisfaction of the Service Manager.

Include for stump removal and subsequent surface reinstatement following tree felling in highways locations. Stumps intended for permanent retention should be cut at a specified height and left free from snags.

On completion of all tree work ensure that the work area is thoroughly cleaned and is left in a condition appropriate for its intended use.

All timber and brushwood resulting from tree work shall be disposed of. The only exceptions to this shall be at woodland locations where the Service Manager may instruct timber and brushwood to be retained on site. The Service Manager may on occasion instruct delivery of brushwood chippings to sites within the Borough where these materials are required for composting, mulching, or creating footpaths or bridleways.

All trees and woodland – emergency and out of hours call out service

Provide a 24 hour, 365 days a year, emergency and out of hours call out response service for trees or limbs that have collapsed or are in a dangerous condition. A response unit consisting of a minimum of two suitably trained staff with appropriate vehicle and equipment shall be

provided within one hour's notice following notification of an event by the Service Manager or emergency services authority. Incidents of this nature are often associated with high winds, collision damage, root severance and acts of vandalism.

Provide sufficient labour, vehicles and equipment required for emergency tree work operations. Heavy lifting equipment and cranes will need to be obtained as soon as reasonably practicable for special operations.

Trees in parks

Have a duty of care to ensure that users of parks, green spaces, cemeteries, churchyards and golf courses and all adjacent land and neighbouring properties are not at unreasonable risk from possible failure of trees. As part of the regular site health and safety inspections assess and act on any tree related risks.

Individual trees in parks and green spaces – arboricultural management

Undertake reactive management of selected trees in parks, green spaces, golf courses, cemeteries, and churchyards in response to hazard risk identification, through an agreed programme of work. This may be supplemented by requests/complaints received from members of the public and others.

Individual trees in parks and green spaces – replacement and renewal

Undertake occasional requests for commemorative and other tree planting within cemeteries, parks, and green spaces.

Vandalism and third-party damage (see also Cleansing: litter, rubbish & leaf collection)

Work with community stakeholders and partner organisations to reduce vandalism and anti-social behaviour in sites covered by the service.

Soft landscape

Rectify minor incidents of vandalism or third-party damage to soft landscape features including trees, planted and grassed areas within 24 hours, inclusive within his routine maintenance activities. This shall include any minor incidents of damage caused by any other source.

Hard landscape infrastructure

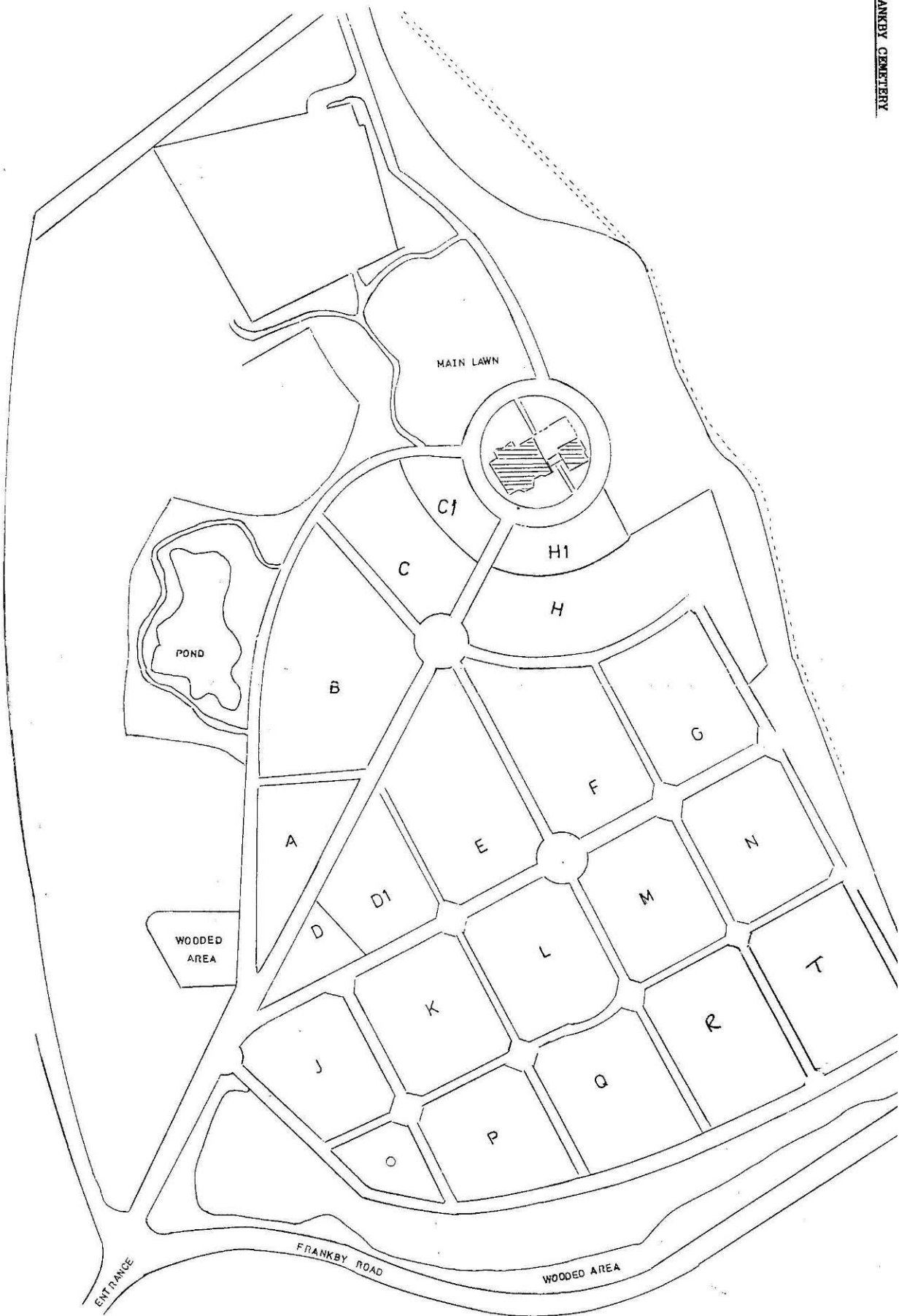
Rectify minor damage to fencing, gates, walling, furniture, signage, notice boards, lighting and surfacing and other hard landscape infrastructure resulting from any act of vandalism or third-party damage within 24 hours, inclusive within his routine maintenance activities. This shall include any minor damage caused by any other source. Minor damage shall be defined as requiring no more than 1 hour of labour per occasion to rectify with a minimal requirement for materials.

For more significant incidents of vandalism or third-party damage make safe immediately.

Appendix 4: Site Elements Quantities Table and Schematic Plan

ITEM	QUANTITY	TYPE
Premium Ornamental Grass	7401m ²	
Ornamental Grass		
General Grass	42796m ²	
Rough Grass	196m ²	
Wildflower Grass area		
Hedge two side and top	3943m ²	
Hedge one side and top		
Hedge one side only		
Herbaceous Border		
Rose Bed	66m ²	
Shrub Bed	1208m ²	
Hard Surface	14900m ²	
Ditches and Water Courses		
Lakes and Ponds	2 no.	
Building	1 no.	Chapel
	1 no.	Toilets
Tree Stock	Yes	
Woodland	Yes	
Natural area		

All quantities and measurements should be considered as indicative only.



Appendix 5: Action Plan

Actions	Lead Officer	Target date	Funding source
A welcoming site			
Improve traffic access and flow around Cemetery by construction of second entrance	Landscape Development Officer/General Manager/Area Team Leader/Cemetery Supervisor	Second entrance has been constructed as part of Phase 1 of Cemetery extension.	Capital funding
Renovate toilets	Registrar /General Manager / Asset Management Service	2019-2021	Funding secured via successful DDA Capital bid. Improvement works are in the planning stage
Optimise site presentation	General Manager/Team Leader/Cemetery Supervisor	Ongoing	From existing resources
Continue to update information to notice board	Registrar / Cemetery Supervisor	Ongoing	From existing resources
Remedial prune/tidy Montgomery Hill access	General Manager/Cemetery Supervisor	Some works have been completed but ongoing.	From existing resources
Erect highway signage to Cemetery	Registrar	Ongoing	Requires Additional Funding £500
Consider utilising second chapel as a waiting area	Registrar / Asset Management Service	Ongoing	Requires Additional Funding £5K
Provide section ID signage	Registrar /Cemetery Supervisor	Ongoing	Requires Additional Funding £1K
Provide direction signs within cemetery	Registrar / Cemetery Supervisor	Ongoing	Requires Additional Funding £1K
Healthy, safe, and secure			
Construct new extension	Registrar / Landscape Architect	2018 Phase 1 completed. Additional capital bid been put in for Phase 2. Ongoing.	Capital Funding
Layout of new extension	Registrar/Landscape Architect	Successful Capital bid 2019 New section to come online	Capital Funding

		Autumn 2020	
Complete annual site and workplace safety inspections	General Manager/Cemetery Supervisor	Annual	From existing resources
Continue to make safe, damaged memorials	Cemetery Supervisor	Ongoing	From existing resources
Thin/reduce over-mature shrub areas to improve sight lines	Area Team Leader	Ongoing	From existing resources
Tidy ex-works compound.	Area Team Leader	Ongoing	From existing resources
Well maintained and clean			
Retain hedges to shoulder height on Lawn sections	Area Team Leader	Ongoing	From existing resources
Begin biannual site appraisals with Friends group	Registrar / General Manager/Cemetery Supervisor/ Friends	Ongoing	From existing resources
Produce annual winter work programme	Area Team Leader	Annually	From existing resources
Environmental management			
Ensure waste management recycling compliance	General Manager/Cemetery Supervisor	Annually	From existing resources
Limit use of herbicides, to control identified invasive weeds only	General Manager/Cemetery Supervisor	Ongoing	From existing resources
Cemeteries compound storage buildings. Review use and options.	Cemetery Registrar/General Manager/Cemetery Supervisor	Ongoing	Funding subject to options for use.
Biodiversity, landscape, and heritage			
Retain character and amenity of cemetery whilst seeking improvements	General Manager/Cemetery Supervisor	Ongoing	From existing resources
Carry out tree survey of mature woodland and as part of pre-work to Cemetery extension	Tree and Woodland Officer	Initially completed 2019. Triannual tree inspections to be completed by the in-house tree Risk Management Team	From existing resources

Maintain and increase bird/bat boxes throughout site,	Cemetery Supervisor	Ongoing	From existing resources
Re-sow wildflower mix to woodland burial area	General Manager/Cemetery Supervisor	Completed	
Review options for use of the left chapel to include waiting area	Registrar / Asset Management Service	Ongoing	Requires additional funding of £5K.
Community involvement			
Continue to liaise with the public and advisory groups	General Manager / Cemetery Supervisor/Registrar	Biannually	From existing resources
Marketing and communications			
Improve Wirral Council website for Cemeteries	Registrar	Ongoing	From existing resources
Update aerial plans of sections	Registrar	Capital bid secured. Digital mapping of all cemeteries started early 2020 and ongoing until completed	Capital Funding
Replacement public notice board to Cemetery entrance	General Manager	Completed January 2024	
Management			
To gain external funding for improvements	Registrar/General Manager/Cemetery Supervisor/Friends Group	Ongoing	Requires additional funding
New Chapel music system	Registrar	Completed 2023	Capital Funding
Monthly team supervisor meetings	General Manager/ Local Area Team Leader	Ongoing	