

Parish of Llandudno

St TUDNO'S CHURCHYARD; Management Plan

AIM

'This burial ground is cared for in a way which makes it pleasant and attractive for visitors, a place in keeping with the function of burials, a fit setting for the church and a haven for wildlife' (*Churchyard and Burial Ground Action Pack, Caring for God's Acre, Craven Arms*)

OBJECTIVES

This Management Plan sets out a programme of practical care for St Tudno's churchyard and its visitors consistent with the Church in Wales recommendations specified in *Management of Churchyards: Policy and Guidance* (Church in Wales, 2013), and with the principles and practices of the Llandudno Parochial Council (*the PCC*). The Management Plan intends to

- create a clear and transparent procedure for reporting and remedying safety issues
- identify persons responsible for remedying issues
- set out a vision for the churchyard, its ecology and its gravestones
- ensure visitors are made welcome, and derive a safe and worthwhile experience from their visit
- continue the historic role of St Tudno, the church, and the churchyard, in the individual and collective worship that takes place on this site

In order to ensure that this Management Plan continues to be relevant and up to date, it is intended that the Plan will be reviewed annually (*SEE Section 9*)

1. MANAGEMENT

(a) persons responsible for managing the churchyard: Christine Jones, William Maidlow.

William Maidlow will report to the PCC on matters relating to the churchyard via the Churchyards sub Committee of the PCC

(b) Christine Jones will organise grass cutting (*SEE section 3*), gravestone checks, churchyard working parties, the wildlife conservation policy (*SEE section 4*)

(c) William Maidlow will be responsible for safety checks, associated risk assessments and appropriate remedial action (*SEE section 6*)

(d) Contractors: the principal contractor employed for grass cutting and strimming is Tim Faulkner, *TJ's*, Rozel, 2 Deganwy Road, Deganwy, Conwy LL31 9DH

(e) Consultants: the principal consultants on ecology and the Wildlife Conservation Policy (*SEE section 4*) are Ms Wendy McCarthy, who assisted with the initial survey undertaken in 2014, and the Wardens of the Great Orme Country Park

(f) authority at St Tudno's has been delegated by the PCC to Christine Jones, Deputy Churchwarden. Christine Jones is also Hon. Secretary of *the Friends of St Tudno's Church*

(*the Friends*) who may be involved in management activities from time to time, e.g. on working parties. Either Christine Jones or Shirley Georgeson (*the Friends*) will report to each meeting of the PCC about activities at St Tudno's.

2. THE MAINTENANCE REGIME

(a) grass cutting (*SEE Section 3*): the grass in the main churchyard will be cut twice a year by the principal contractor *TJ's*, the first cut in April or May; the second cut in September or October to allow the wildflowers to set seed. The grass will be cut by the contractors, and working parties will collect the grass cuttings

(b) the seats and outdoor service area: this will be cut/strimmed by the contractors on an as required basis

(c) the paths: the grass paths in the churchyard will be cut short and maintained on a regular basis either by the contractors or by William Maidlow

(d) graves: grass around graves close to the paths identified as potential trip hazards will be strimmed by the contractors, or trimmed with shears by William Maidlow, to ensure the outline of the grave is clearly visible. Grass around graves identified as being of particular interest e.g. WW1 graves, will be maintained by William Maidlow to ensure safe access

(e) maintenance of graves: further to 2(d) and subject to accepting the potential risk of personal injury or accident in areas of the churchyard that may contain concealed hazards, relatives and friends are encouraged to maintain or tidy up a grave

(f) hedge trimming: there are no hedges in the Churchyard, but individual bushes will be kept in a tidy condition by William Maidlow. There is a *Berberis* by the steps from the car park, and a *Hawthorn* adjacent to a gravestone beside one of the paths in the West section of the churchyard

(g) disposal of grass cuttings and grave tributes: grass cuttings will be deposited on the heap beneath the Lime Tree in the South West corner. Plastic tributes on gravestones are discouraged as part of the burials policy. These will be disposed of in the Council litter bin in the car park. Fresh flowers will be disposed of on the grass heap.

(h) litter collections will be made as necessary by the team opening/closing the Church

(i) snow & ice: Christine Jones will notify when paths need to be gritted and cleared. A snow shovel is kept in the church, and a grit bin is located by one of the churchyard entrances

(j) safety inspections (*SEE section 6*): William Maidlow, or a deputy, will undertake safety inspections

(k) maintenance procedures and risk assessments: these will follow *Management of Churchyards Policy and Guidance* (Church in Wales, Cardiff 2013) covering guidance in safety procedures for volunteers etc. Discussion will also take place with the Warden, Great Orme Country Park, about developing Risk Assessments. Risk Assessments will be attached to this Management Plan as *Appendices*

(l) trees: the trees in the Churchyard are *Corsican Pines* (x5), a *Sycamore*, and a *Lime*. The condition of the trees will be checked at least once a year on a visual basis, and professionally as required. Any remedial action required will be undertaken by a qualified tree specialist. Trees will be marked on the churchyard plan *SEE Section 6(f) SEE Appendix 1. SEE also Tree Report (Fairlie, 2010) SEE Appendix 4*

3. THE POLICY FOR GRASS CUTTING

- (a) the grass will be managed according to the Wildlife Conservation Policy (*SEE Section 4*).
- (b) the main cutting of the grass will be by contract; additional cutting may be performed by volunteers as required.
- (c) timing: grass in the entire churchyard will be cut in the spring and the autumn; the area around the benches, the paths and areas around ashes plots will receive additional cuts as required to keep the grass short.
- (d) cuttings: these will be raked and deposited on the heap *SEE Section 2(g)*

4. WILDLIFE CONSERVATION POLICIES

- (a) the majority of the churchyard will be managed for wildlife conservation, to encourage wildflowers, invertebrates and the birds and animals which feed on them.
- (b) grass cutting will be timed to allow plants to flower and set seed.
- (c) cut grass will be raked and removed to reduce soil fertility for the benefit of less competitive plants; the raking will also help establishment of seeds.
- (d) control of brambles, nettles, etc. will be performed as required by cutting down and digging up plants.
- (e) cleaning of gravestones will be discouraged to preserve the lichen flora; if any gravestones or stones or stones from the walls need to be repositioned, conservation of the lichen will be taken into account.

5. POLICIES CONCERNING MONUMENTS AND TRIBUTES

- (a) the Regulations for churchyards of the Church in Wales will be displayed
- (b) notices will request existing plot holders to abide by the Regulations (*SEE Appendix 3*)
- (c) new plot holders will be given a copy of the appropriate sections of the Regulations and asked to abide by them.
- (d) surveys of graves will be performed regularly; any unsafe graves will be marked with warning tape and reported to the PCC for decisions on further action.

6. ARRANGEMENTS FOR INSPECTION AND SURVEY

- (a) safety inspections: a full safety inspection will be undertaken by William Maidlow on the first Monday of each month in summer, and as necessary in winter

(b) members of the team opening/closing the Church daily will notify William Maidlow or Christine Jones if they identify any potential safety issues AND record the issue(s) in the Safety Book.

(c) recording safety issues (SEE section 8): potential safety issues will be recorded in the Safety Book to be kept in the Church

(d) survey: in addition to safety inspections (SEE sections 6a, 6b) a full survey of the churchyard, to include gravestones, tree safety, the paths, access, boundary walls, will be undertaken annually. Issues arising will be recorded in the Safety Book under *Annual Survey*

(e) warning signs: appropriate signs will be placed in the churchyard, and notices displayed in the Lych Gate display case. The signs will warn visitors of potential hazards, especially the uneven ground around the graves in areas where the grass has been left to grow (See Section 4). Notices will be placed at the four entrances to the churchyard requesting visitors to keep to the paths. The signs will be bilingual (English & Welsh) and will include appropriate warning symbols (SEE Appendix 5)

(f) A Plan of the Churchyard will be displayed in the Lych Gate display case, identifying paths, trees, areas considered to be unsafe for visitors, notable graves, grass areas to be left uncut. The plan of the churchyard will also fulfil the role of a visitors' guide to features in the churchyard (SEE Appendix 1)

7. KEY CONTACTS

Rector: Revd. Prebendary John Nice	01492 876624
Chairman of Churchyards Committee: William Maidlow	01492 583043
Warden at St. Tudno's Church: Christine Jones	01492 873719

8. REPORTING OF FAULTS

Safety issues recorded in the Safety Book will be reported to each meeting of the PCC either by Christine Jones William Maidlow. Entries in the Safety Book will also include details of remedial action to be taken, and when this has been completed. Members of the Church and visitors are encouraged to report any safety issues to the Rector, or Christine Jones, or William Maidlow. Issues reported will be recorded in the Safety Book kept in the Church

9. REVIEW and SIGNATURES

The Management Plan will be reviewed annually by the Churchyards sub Committee of the PCC, presented to the PCC at the September meeting and, if approved, be signed by the Rector and the Churchwardens; the signed document to be retained by the PCC Hon Sec. Copies to be sent to the Ecclesiastical Insurance Group, and to the Diocesan Secretary.

SEE Churchyard and Burial Ground Action Pack, Section A. 1(5) Review the Plan: Is it working? (Caring for God's Acre, Craven Arms)

SIGNATURES

POSITION

DATE

Approved by the PCC on 29 September 2016