



# MANAGEMENT AND MAINTENANCE PLAN HODDESDON CEMETERY 2025



**BOROUGH OF  
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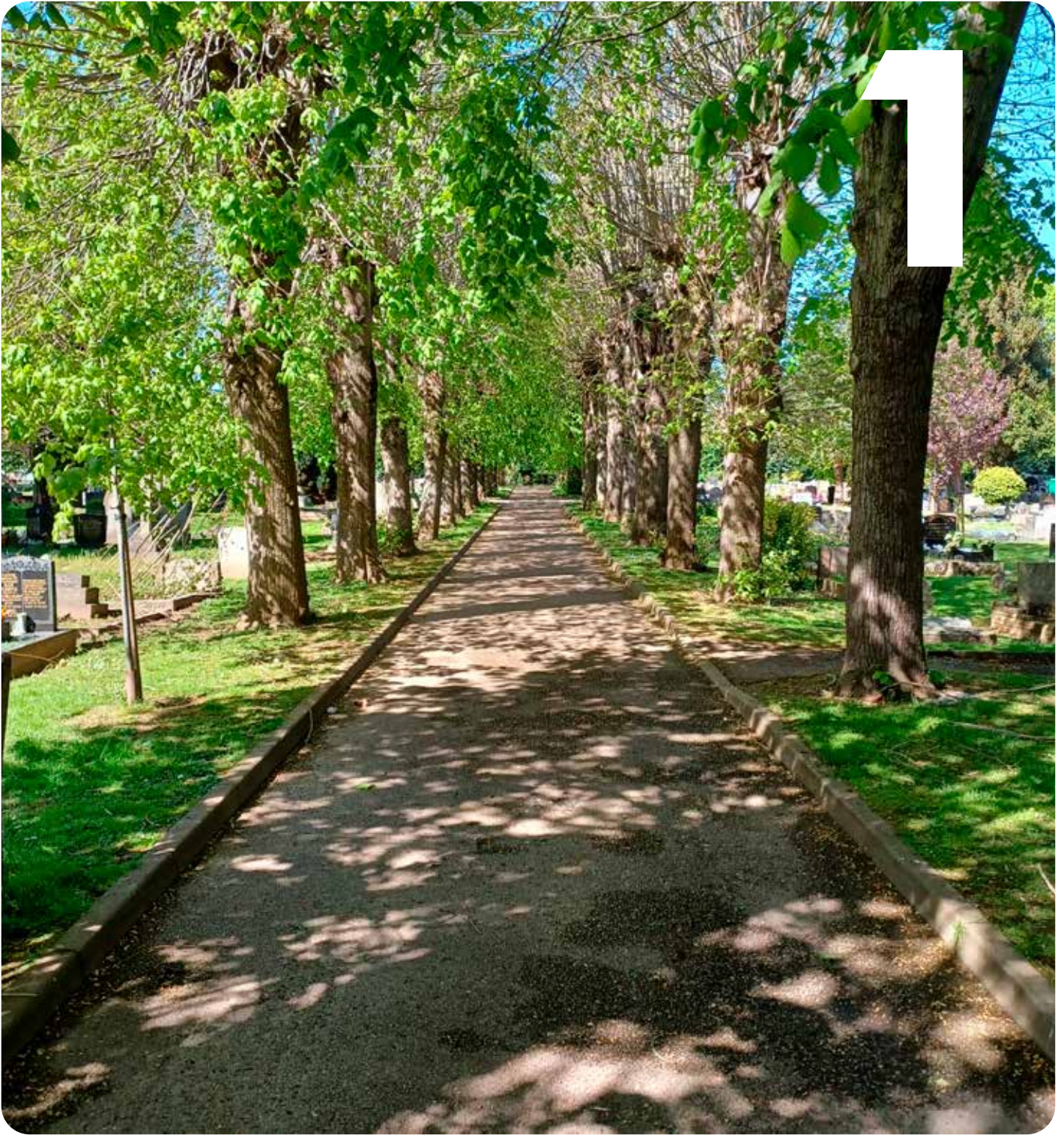
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## INTRODUCTION

This plan is a comprehensive account of present and future management issues for Hoddesdon Cemetery between 2025 – 2030.

The Management Plan aims to ensure that the improvement and sustainability of the cemetery take place in a well organised and structure manner and that resources are managed in a way that achieves the vision of the cemetery.





*Arial view of Hoddesdon Cemetery*





## THE EXISTING CEMETERY



## Aims and objectives – mission statement

To work with partners and the community in the provision of a high quality, responsive and effective cemetery service to meet the changing needs of customers and to provide the best possible balance of value for money and quality both to the Council tax payer and the bereaved.

### 2.1 History of the Cemetery

Hoddesdon Cemetery opened in 1883 with the first burial taking place on 16 February 1883. Initially only the southern half of the cemetery was used for burials in conventional graves, and the other half was later used from 1936.

Cremated remains plots were introduced in 1975 and lawn graves followed in 1988.

As of March 2024 there were 13,626 people buried and cremated remains interred in Hoddesdon Cemetery. The cemetery is now 'full' for new graves but there are many old 'public graves' that are available for purchase and use.

### 2.2 Audit information

#### Topography

Hoddesdon Cemetery is approximately 8.5 acres in size, its frontage lies along Ware Road and there is housing around the other three sides.

#### Key buildings:

##### The Chapel

This was constructed ready for the opening of the cemetery in 1855 and is still used for services.

##### The Lodge

This was constructed in 1883 and was used as a dwelling until early 2024. The lodge is currently undergoing renovation.



Cemetery Lodge

## 2.3 Operational overview

### Security

The cemetery opens at 7.30am every day of the year and closes at set monthly times, linked to dusk, as indicated on gateway notices and the Council's website.

Security issues are taken very seriously and are monitored through the Council's partnership meetings, local safety forums with the police, anti-social behaviour and nuisance monitors and other agencies. The Council, in partnership with the Lee Valley Regional Park Authority, has engaged Parkguard to patrol key sites of the Borough, including Hoddesdon Cemetery.

Cemetery staff carry out patrols of the grounds and the chapel is covered by CCTV, which acts as a deterrent to vandalism.

### Public Space Protection Order for the Control of Dogs

In 2020, the Borough of Broxbourne adopted a Public Space Protection Order for the Control of Dogs. This requires dogs owners to clear up after their dogs and, in specific locations, dogs are banned (see Appendix L)

Bagged dog waste can be disposed of in any litter or dog waste bin in the Borough.

### Maintenance and management operations

Grounds maintenance services in Hoddesdon Cemetery are carried out in-house by Broxbourne Environmental Services Ltd (BEST), the Council's wholly owned subsidiary company.

The majority of the cemetery is managed to standard grass criteria, i.e. fortnightly cut with arisings spread evenly over the cut area.

The cremated remains burial areas are maintained to fine grass standards, i.e. weekly cut, arisings removed.

Hedge cutting is carried out on an annual basis.

## 2.4 Planning context

### Open Space

Hoddesdon Cemetery is designated as open space within the Local Plan 2018-2033. Policy ORC2: Loss of Open Space, Leisure, Sport and Recreational Facilities states that designated facilities will be protected from development unless the following criteria is met:

- (a) an assessment has been undertaken, which clearly shows the open space, facility, buildings or land to be surplus to requirements; and
- (b) the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss; or
- (c) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location.





## MANAGEMENT AND STRUCTURE

This section describes the manner in which the management of the cemetery is accomplished.

- The organisation of responsibility
- The role and manner of consultation with stakeholders and between the various functions of the cemetery management (maintenance and burials)



### 3.1 Staffing levels

The following staff are responsible for managing and maintaining Hoddesdon Cemetery:

- Cemeteries Manager
- Assistant Cemeteries Manager
- Two part-time Administration Assistants
- Supervisor
- onsite Team Leader
- full-time Gravedigger
- full-time Gardener
- part-time casual Gardener;

### 3.2 Staff roles and duties

Defined as follows:

**Main grounds maintenance duties:** Grounds maintenance team.

**Grave digging:** Gravedigger/gardening team.

**Community liaison:** Cemetery Manager, Green Spaces Manager.

**Educational programme:** No formal educational programme at present.

**Tree inspections/tree works:** Arboricultural Officer, Maydencroft.

**Site security:** Emergency call out/Parkguard.

### 3.3 Consultation between staff and stakeholders

On a day-to-day basis, members of the public report any issues or problems to the staff on site.

A Friends of group will be re-established in 2025.





## MAINTENANCE REGIMES

This section of the plan, in conjunction with the maps, provides an outline of the operations needed to maintain the various landscape types found in the Cemetery.

All operations are carried out to the standard set out in the Grounds Maintenance Specification.



## 4.1 Maintenance operations

Grounds maintenance services in the Borough of Broxbourne are carried out by BEST.

Services include:

- Standard grass cutting
- Fine grass cutting (box mowing)
- Path and hard surface cleaning
- Litter emptying and litter clearance
- Seasonal bed planting and maintenance
- Rose and shrub bed maintenance
- Hedge maintenance
- Decorative (shaped) tree maintenance
- Grave maintenance

## 4.2 Grave digging operations

Operations include:

- Locate designated space and mark out
- Remove turf/runaway
- Dig grave and shore up
- Prepare for funeral and dress grave
- Back fill, tidy up and remove equipment
- Lay out floral tributes, remove after two to three weeks
- Top up sunken graves
- Turf lawn graves after 30 to 52 weeks

Set cutting heights to achieve the named specification. This will mean setting the machines correctly and having different cutting heights throughout the year according to the weather and/or ground conditions

Immediately report any conditions that prevent the outcome being met or the specified tasks from being undertaken

Catch up on any work that is behind schedule no later than seven days from the original programme unless specifically authorised by the authorised officer

Clear arisings if necessary once an obstruction is removed

Remove any litter prior to cutting (or after cutting if it has not been noticed prior to cutting).

Remove all arisings from adjacent hard standing as soon as is practicable unless to do so would be hazardous (e.g. on fast moving roads)

Not commence cutting, where bulbs are planted within grass areas, until the plants have flowered and they have died down naturally after flowering. At least 6 weeks will be allowed for this to occur. After this period, arisings on the immediate patch shall be raked up and removed from site. The area shall subsequently be maintained to the specification of the surrounding grass area

Always check cutting heights for suitability before any cutting operation, and remove any obstructions from site. After cutting the site shall be left clear of unwanted debris and/or litter.

## 4.3 Grass maintenance operations:

Cut the grass according to the relevant specification, as stated below:

	<b>Specification 1 10mm – Box Mow</b>	<b>Specification 2 20mm</b>	<b>Specification 3 25mm</b>	<b>Specification 4 40mm</b>	<b>Specification 5 50mm</b>	<b>Specification 6 2 cuts p.a.</b>	<b>Specification 7 1 cut p.a.</b>
<b>Output timing</b>	10mm - 25mm Box mow	20mm - 60mm	25mm – 75mm	40mm - 120mm	50mm - 200mm	N/A	N/A
<b>Categories</b>	Formal areas Lawns	Football pitches Open spaces Recreation grounds	Verges Open spaces Grass footpaths	Verges	Scrub areas	Scrub areas	Conservation areas Scrub areas Bank areas



## 4.4 Hedges

Neat, tidy, vigorous, dense hedges, of an appropriate height and profile for their location. Hedges that retain their barrier or other design intention, in a way that does not obstruct sightlines or overhang footpaths and roads, or encroach onto other maintained areas, unless that is the intention of the design.

Actions include:

- Cut sponsored or high amenity hedges cleanly, and without jagged broken wood or torn bark remaining after pruning operations.
- Check to ensure that there are no nesting birds or other protected wildlife in the hedge. In the event that any are found, the Authorised Officer should be informed and the hedge left to be cut at a later date.
- Maintain the hedge to the height and profile of previous cutting operations. This may require cutting of one or two sides (tops are to be cut in both cases). The height may be required to gradually adjusted to a more appropriate height and profile over time
- Treat damage to sponsored or high amenity hedges in a recognised horticultural manner (e.g. by tying in, pruning, staking) within 48 hours of being reported
- ‘Tip’ any new hedges to encourage dense growth, until they reach the required height
- Hand-weed new unestablished hedges
- Immediately retrain or remove individual rogue side shoots appearing between scheduled cuts that are found protruding from the required shape and form, that are likely to be a hazard. All uncharacteristic (e.g. reverting growth in variegated stock) diseased or dead wood shall also be removed
- Ensure that all clippings and any other unwanted material from work on sponsored or high amenity hedges, including those lodging on the top or in the sides of the hedge, are removed and treated as green waste as far as is practicable. At the end of any maintenance visit all litter, rubbish and weeds (except when they have just been treated with herbicide) shall be removed from the hedge base leaving the soil surface level and free from litter
- Treat the bases of hedge according to the standard and the location. For example, hedges in formal areas should have a soil-base free from weeds and litter, whereas hedges in scrub areas may have no ‘bed’ at all. Hedges in formal areas may be regarded as shrubs within a bed.

## 4.5 Site Care

The term ‘Site Care’ has been used to define a group of related operations that are necessary to get and keep the sites within the contract area ready and fit for use. Another way of describing much of this specification would be to say that it is concerned with removing all unwanted material from the site, whereas nearly all of the other specifications deal with maintaining the wanted material. There is some inevitable overlap; for example the grass cutting specification also refers to the removal of litter prior to cutting grass, but this specification is relevant to the removal of litter at other times, for example, in between grass cuts. This specification also includes work that is necessary to make sure that the site is ready for use, such as looking after street furniture.

Site care specification includes, but is not limited to, the emptying of bins, general clearance and disposal of litter, cleaning and clearing of paths and hard surfaces, maintenance of street furniture, and the general tidiness of the area.

A clean, safe, tidy, ready-to-use and appropriately-maintained area, with all unwanted material removed.

Duties include:

- Clear the area of litter (e.g. grass area, path or shrub bed) prior to undertaking any maintenance task on that area.
- Appropriately dispose of litter, recycling any items wherever and whenever possible .
- Empty and clean bins, at the time specified, to ensure that they remain clean, do not smell or attract unwanted insects or animals, or become overfull or unsanitary.
- Prioritise sites so that those that are most littered, or become dirty quickest, are visited most often.
- Submit a litter collection, cleansing and bin emptying schedule to the Authorised Officer at the beginning of every contract year.
- Adhere to the schedule unless agreed otherwise with the Authorised Officer.
- If deemed necessary to meet the stated outcome, clean all paths, hard surfaces, ditches and gullies at the same time as the general litter and refuse clearance is being carried out, by sweeping, blowing, raking or otherwise as appropriate to the surface and site conditions, removing all arisings from site and disposing of them appropriately.
- Clear leaves and snow from the specified area.
- Clean and maintain signs, gates, fences, bollards, benches, seats and other street furniture and all equipment provided to enhance visitors’ experience or to ensure their safety.
- Report any damaged equipment, signs, bins, potholes, loose slabs, and leaking pipes as soon as they are found.



## 4.6 Graffiti

BEST will assist with the removal of graffiti in the Cemetery. Incidents are reported by the Cemetery Manager / Assistant Manager, Cemetery Supervisor, burial / grounds maintenance staff, members of the public.

Graffiti shall be removed from walls, fences and benches as soon as possible by scrub cleaning, jet wash or by the use of solvents. Where cleaning methods fail to remove graffiti on painted areas, these shall be over-coated with a matching paint and bare timber shall be scraped clean and treated to match existing timber surface.

Broxbourne Council is committed to combating the negative impact anti-social behaviour related activities such as graffiti have on the environment. The Council will remove all racist or offensive graffiti from Council owned buildings and items within one working day of it being reported.

## 4.7 Tree Management

### Tree planting and maintenance

- Where trees reach the end of their useful life and are to be replaced, native species should be considered as a priority. Native species such as oak, birch or scots pine would be suitable; commemorative trees can be more ornamental types such as Rowan (as recently planted).
- Plants will conform to BS3936 and BS8545. Plants are to be grown in the UK and to be of UK provenance, sourced from Seed Provenance Zone 402 (with Zones 405 and 406 also acceptable) and below Elevation Zone of 300m.
- Tree planting will take place between November and March. New trees are mulched and kept weed free from within 1m of each plant.
- Stakes and guards will be maintained and mulch reapplied as required.

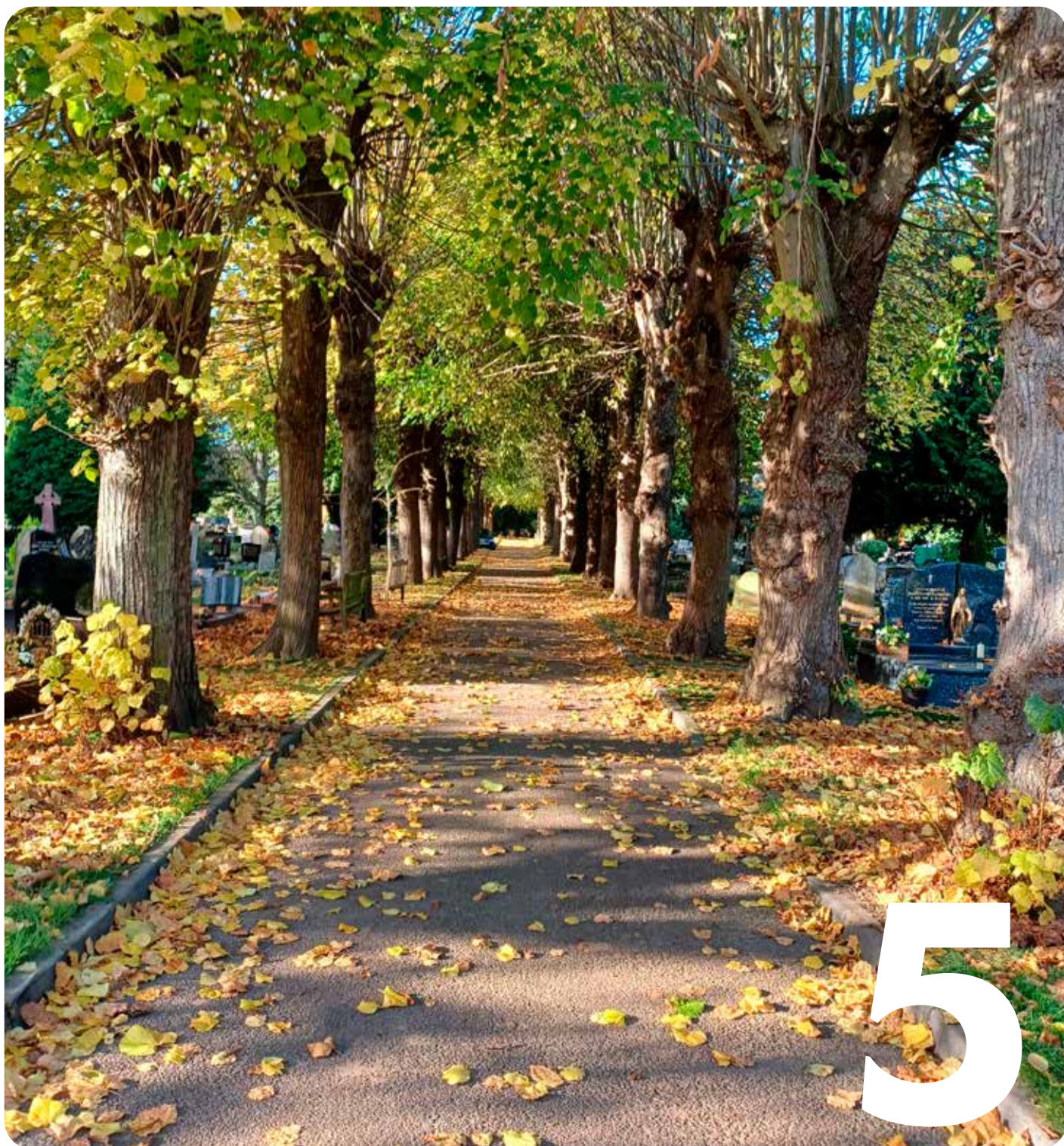
### Dead wood habitat

- Use wood from broadleaved trees, particularly oak or fruiting trees with bark still attached
- Pile twigs and thick branches within dense areas of trees where it is unobtrusive.
- In shady areas partially bury branches vertically in the soil (particularly good for stag beetles).
- Allow plants to grow over the piles to retain moisture

### Existing Tree maintenance

- Conflict resolution around boundaries, trimming of overhanging growth, clearance of growth that has extended over roofs of structures and removal of conflicts with lighting.
- Removal of decaying Horse Chestnuts
- Regular “walk through” inspections by the Arboriculture Officer following reports of defective trees and/or following storms.
- All trees are plotted and logged on Ezytreev management system. Planned re-survey due 2024.
- All work will be carried out will be to a minimum of British Standard 3998:2010





## VISION AND OBJECTIVES

The following section highlights the key points of the Management Plan and how these aims will be achieved



## 5 Introduction

The Hoddesdon Cemetery Management Plan seeks to set out a structured framework for the overall management of the cemetery.

The following key points show how the vision relates to critical aspects of the cemetery and its use. Each priority is stated with a highlighted main goal, followed by objectives as to how this should be achieved.

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

### 5.1 A welcoming place

#### Green Flag criteria:

- Welcome
- Good and safe access
- Signage
- Equal access for all

**Aim:** To ensure that the cemetery offers a full range of burial services to its users and a wider service to that of just a cemetery; for the community to meet, socialise, educate and value.

#### Objectives:

- 5.1.1 To further develop facilities of the cemetery, including pathways and signage.
- 5.1.2 Ensure that all cemetery users feel safe within the grounds.
- 5.1.3 All maintenance operations to be completed to ensure a welcoming appearance.
- 5.1.4 To address any equality issues, such as access/usage including wheelchairs, hearing loop, signage.
- 5.1.5 To ensure the opening and closing times are clearly stated and regularly updated.

### 5.2 Healthy, safe and secure

#### Green Flag criteria:

- Appropriate provision of quality facilities and activities
- Safe equipment and facilities
- Personal security
- Control of dogs/dog fouling

**Aim:** To improve health and safety measures in the cemetery to ensure a safe and comforting experience for visitors and staff.

#### Objectives:

- 5.2.1 To ensure that all fire extinguishers are in place and inspected at the required intervals.
- 5.2.2 To ensure that all risks are assessed and risk assessments reviewed regularly.
- 5.2.3 To have procedures in place to deal with vandalism, carry out repairs and remove graffiti as quickly as possible.
- 5.2.4 To ensure regular patrols are carried out at vulnerable times by staff and Parkguard if required.
- 5.2.5 Continue with periodic memorial testing, based on the approved risk assessment.
- 5.2.6 Continue with periodic footpath inspections.

### 5.3 Clean and well maintained.

#### Green Flag criteria:

- Litter and waste management
- Horticultural maintenance
- Arboricultural maintenance
- Building, walls and infrastructure maintenance
- Equipment maintenance

**Aim:** To improve the management and maintenance standards within the cemetery.

#### Objectives:

- 5.3.1 The regular maintenance to the approved standard of grass areas for cremated remains, lawn and conventional areas.
- 5.3.2 The planting, establishment and maintenance of seasonal bedding schemes.
- 5.3.3 Regular maintenance to the approved standards of rose, shrub, hedgerows and maintained grave areas.
- 5.3.4 Sweeping and keeping all paths clear and weed-free, paved and hard standing areas.
- 5.3.5 Routine winter maintenance tasks such as leaf clearance, pruning of decorative trees, topiary yews, shrubs, hedges and roses.
- 5.3.6 Reinstatement as necessary of damaged areas following an interment, topping up of sunken graves.
- 5.3.7 Phased removal of dead roses/shrubs/bushes in lawn grave planter boxes.
- 5.3.8 To review survey of all trees and continue an appropriate tree maintenance programme.
- 5.3.9 Ensure that all recently planted trees that have not survived are replaced with an alternative/appropriate species.
- 5.3.10 Gap up hedges where necessary.
- 5.3.11 Landscape area around new sunken burial chambers.



## 5.4 Environmental Management

### Green Flag criteria:

- Managing environmental impact
- Waste minimisation
- Chemical use
- Peat use
- Climate change adaption strategies

**Aim:** To reduce the cemetery's carbon footprint and its impact on the environment and improve its biodiversity.

### Objectives:

- 5.4.1 To ensure permanent planting on the site is regularly topped up with mulch to reduce pesticide usage.
- 5.4.2 To ensure that all available organic material is composted on site and used as a soil improver for lawn graves.
- 5.4.3 Maximise green waste recycling.
- 5.4.4 Continue water harvesting, using water butts on buildings for irrigation of seasonal displays, yew tree planting and maintained graves.
- 5.4.5 To review the vehicle fleet and ensure it is as efficient as possible, and review operations on a regular basis to minimise unnecessary vehicle journeys.
- 5.4.6 To continually review site plant and equipment to reduce noise levels and harmful emissions.
- 5.4.7 To continue Broxbourne's policy on peat usage including non-usage in seasonal displays and peat reduced compost for nursery stock.
- 5.4.8 The use of pesticide to be kept to a minimum.

## 5.5 Biodiversity, Landscape and Heritage

### Green Flag criteria:

- Management of natural features
- Conservation of landscape features
- Conservation of buildings and structures.

**Aim:** To maintain the historic character of the landscape and buildings within contemporary uses and issues.

### Objectives:

- 5.5.1 To exploit the cemetery's full potential as a site of historic interest.
- 5.5.2 To maintain, preserve and enhance the existing buildings on the site, including the lodge, chapel, hearse house and toilets.
- 5.5.3 Ensure that the ecological survey of the site is incorporated, where appropriate, into the Management Plan.
- 5.5.4 Ensure badger and fox habitats are maintained correctly.

## 5.6 Community Involvement

### Green Flag criteria:

- Community involvement in management and development
- Appropriate provision for community

**Aim:** To involve and fully utilise the local community and other users to gain support for the Management Plan.

### Objectives:

- 5.6.1 To have regular meetings with the Friends of Cemeteries and assist and facilitate their development, including the transition to a site-specific Friends of Hoddesdon Cemetery group.
- 5.6.2 To involve users and the local community in taking action to address crime issues to comply with the government's crime prevention and community safety strategies.
- 5.6.3 To make available information and interpretation material on the historic value of the cemetery, its landscape and ecological importance.
- 5.6.4 To offer opportunities for the community to commemorate loved ones through commemorative tree planting, benches and plaques/ paths.

## 5.7 Marketing and Communication

### Green Flag criteria:

- Marketing and promotion
- Appropriate information channels
- Appropriate educational and interpretation information

**Aim:** To fully promote the services available at Hoddesdon Cemetery to users/non-users, using all forms of appropriate media.

### Objectives:

- 5.7.1 To ensure the Council's website and the Parks Herts website is regularly updated regarding range of services, fees and charges, and information.
- 5.7.2 To ensure that relevant information is available at the Council offices, cemetery and funeral directors.
- 5.7.3 To ensure that information is available to non-English speaking Italian users, the largest ethnic-minority group in the Borough.
- 5.7.4 To review signage.



## 5.8 Management

### Green Flag criteria:

- Implementation of Management Plan.

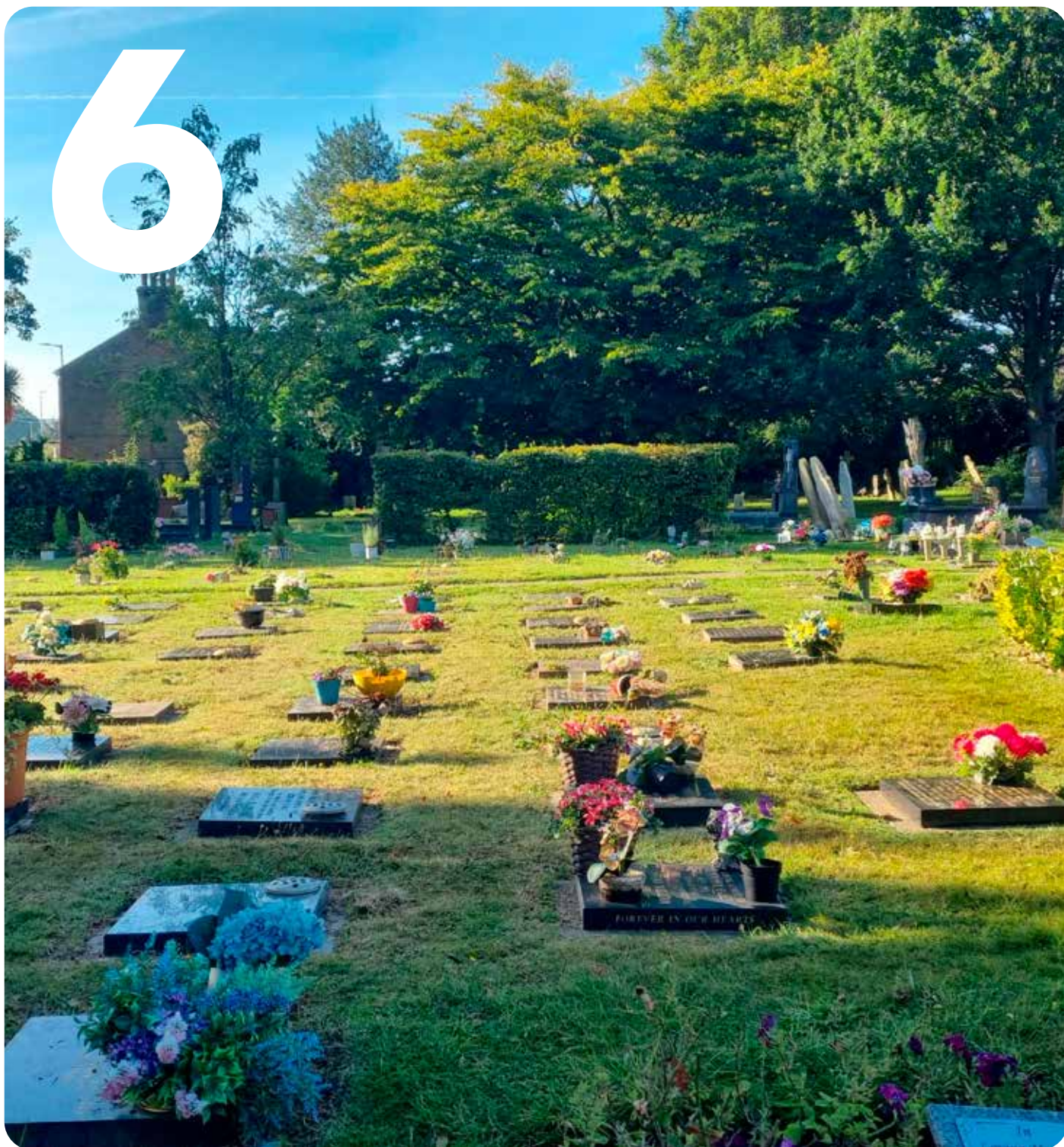
**Aims:** To improve the management of the cemetery.

### Objectives:

- 5.8.1 To review and update the Management Plan on a regular basis and, where appropriate, inform stakeholders.
- 5.8.2 To ensure that there is suitably trained staff to enable the cemetery service to be available to customers for information/interments at agreed times.
- 5.8.3 To ensure that the full range of choice is available to customers.
- 5.8.5 To regularly monitor/manage service delivery by the cemetery team and deal efficiently and effectively with any issues.
- 5.8.6 To maintain Charter of Bereaved Standard/ Accreditation for the service.
- 5.8.7 To enter independent assessment of the cemetery and the services through the application of the ICCM Best Value Assessment Scheme.
- 5.8.8 To regularly review and amend the cemetery Regulations where appropriate.



# 6



## MANAGEMENT ACTION PLAN 2025



# ACTION PLAN 2025

## Legend:

GSM	Green Spaces Manager	AO	Arboricultural Officer
CM	Cemetery Manager	AS	Administration Section
HW	Highway Services	ERB	Existing Revenue Budgets
BEST	Broxbourne Environmental Services Trading Limited		

6.1 A welcoming place						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.1.1	To further develop facilities of the cemetery, including pathways and signage.	Summer 2025	CM GSM	Capital	Draft new sign board(s) in shelter. Style of signage scoped and to be agreed. New opening/closing sign to be installed. New interpretation signage to incorporate update plan of cemeteries/heritage and conservation details.	
6.1.2	Ensure that all cemetery users feel safe within the grounds.	All year round	CM BEST Parkguard	ERB	Parkguard includes regular patrols, management of CCTV.	
6.1.3	All maintenance operations to be completed to ensure a welcoming appearance.	All year round	BEST CM GSM	ERB	Regular quality inspections to be undertaken.	
6.1.4	To address any equality issues, such as access/usage i.e. wheelchairs, hearing loop, signage.	All year round	CM	ERB		Hearing loop is installed and has been serviced
6.1.5	To ensure the opening/ closing times are clearly stated and regularly updated.	All year round	CM BEST	ERB	Time boards at gateways to be updated as necessary.	



6.2 Healthy, Safe and Secure						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.2.1	To ensure that all fire extinguishers are in place and inspected at the required intervals.	Summer 2025	CM	ERB	Fire extinguishers are checked as required.	On-going serving takes place by external company.
6.2.2	To ensure that all risks are assessed and risk assessments reviewed regularly.	Spring 2025	CM BEST	ERB	Review all risks and safe systems of work on a regular basis.	Risk assessments are reviewed annually.
6.2.3	To have procedures in place to deal with vandalism, carry out repairs and remove graffiti as promptly as possible.	All year round	CM BEST	ERB	Ensure quick response to any vandalism/graffiti.	
6.2.4	To ensure regular patrols are carried out at vulnerable times by staff and Parkguard if required.	All year round	CM	ERB	The cemetery is patrolled by Parkguard periodically at varied hours between 12noon and midnight and the patrol available to staff to contact if necessary.	
6.2.5	Continue with periodic memorial testing, based on approved risk assessment. Identify known owners quickly and courteously, and inform of options available to them for failed memorials.	All year round	CM AS	ERB	Check safety/security of memorials as per Ministry of Justice guidelines, record results, and contact owners of unsafe memorials as necessary.	
6.2.6	Continue with periodic footpath inspections.	Bi-annually	CM	ERB	Six-monthly inspections being carried out and results recorded.	



## 6.3 Clean and Well Maintained

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.3.1	The regular maintenance to the approved standard of grass areas for cremated remains, lawn and conventional areas.	All year round	CM BEST	ERB	Monitor standards. Ensure all grass areas are cut to required specification.	
6.3.2	The planting, establishment and maintenance of seasonal bedding schemes.	All year round	CM BEST	ERB	Monitor standards. Review locations and species used.	
6.3.3	Regular maintenance to the approved standards of rose, shrub, hedgerows and maintained grave areas.	All year round	CM BEST	ERB	Monitor standards.	
6.3.4	Sweeping and keeping clear and weed-free all paths, paved and hard standing areas.	All year round	CM BEST	ERB	Ensure works carried out before peak usage. Use brushes or brushed equipment as much as possible.	
6.3.5	Routine winter maintenance tasks such as leaf clearance, pruning of decorative trees, topiary yews, shrubs, hedges and roses.	Winter 2025	CM BEST	ERB	Monitor standards.	
6.3.6	Reinstatement as necessary of damaged areas following an interment, topping up of sunken graves.	All year round	CM BEST	ERB	Regular programme of topping up of sunken graves. Ensure quick repair to damaged areas following funerals. Also cut out damaged/sunken/lifted sections of concrete landing and replace with new.	
6.3.7	Phased removal of dead roses/shrubs/bushes in lawn grave planter boxes.	Next phase of works to be completed during 2025	CM BEST	ERB	Review provision of planting boxes.	
6.3.8	To review survey of all trees and continue an appropriate tree maintenance programme.	Summer/autumn 2025	CM BEST Maydencroft AO	ERB	Inspect all trees to establish working requirements for autumn/winter.	
6.3.9	Ensure that all recently planted trees that have not survived are replaced with an alternative/appropriate species.	Winter 2025	CM AO Maydencroft	ERB	Mark trees for replacement in spring, replace trees in autumn/winter.	
6.3.10	Gap up hedges where necessary.	Winter 2025	CM BEST	ERB	Gap-up during autumn/winter.	



6.4 Environmental management						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.4.1	To ensure permanent planting on the site is regularly topped up with mulch to reduce pesticide usage.	Winter 2025	CM BEST	ERB	Part of normal works to top up beds.	
6.4.2	To ensure that all available organic material is composted on site and used as a soil improver for lawn graves.	Winter 2025	CM BEST	ERB	For use in lawn graves only, prior to turfing.	
6.4.3	Maximise green waste recycling.	All year round	CM BEST	ERB	All green waste produced by grounds maintenance operations to be stored in compost bays in new compound.	Compost bays constructed Autumn 2024.
6.4.4	Continue water harvesting, using water butts on buildings for irrigation of seasonal displays, yew tree planting and maintained graves.	All year round	BEST	ERB	Water butts in place encourage public to use as well as staff.	
6.4.5	To review the vehicle fleet and ensure it is as efficient as possible, and review operations on a regular basis to minimise unnecessary vehicle journeys.	All year round	BEST	ERB	Vehicle fleet reviewed upon changes to staff structure.	On-going.
6.4.6	To continually review site plant and equipment to reduce noise levels and harmful emissions.	All year round	BEST	ERB	Ongoing.	On-going.
6.4.7	To continue Broxbourne's policy on peat usage including non-usage in seasonal displays and peat-reduced compost for nursery stock.	All year round	BEST	ERB	See Appendix E.	



6.5 Biodiversity, landscape and heritage						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.5.1	To exploit the cemetery's full potential as a site of historic interest.	All year round	CM	ERB	Develop War Memorials Companion, memorial trail and interpretation material for site.	
6.5.2	To maintain, preserve and enhance the existing buildings on the site, including the lodge, chapel, and toilets.	All year round	CM HW	ERB/capital funding bid	Council-wide contract: preventative, routine maintenance, minor repairs.	
6.5.3	Ensure that the ecological survey of the site is incorporated, where appropriate, into the Management Plan.	Spring 2025	CM GSM	ERB	Use nectar rich plants in seasonal beds and permanent planting to encourage bees and other pollinating insects. Create a wildflower section. Install bird/bat boxes. Install bee hives.	
6.5.4	Introduce optional wildflower seeding on graves.	Spring 2025	CM BEST	ERB		



6.6 Community Involvement						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.6.1	To have regular meetings with the Friends of Cemeteries and assist and facilitate their development, including the transition to a site-specific Friends of Hoddesdon Cemetery group.	April and October 2025	GSM CM	ERB	Bi-annual meetings.	
6.6.2	To involve users and the local community in taking action to address crime issues to comply with the government's crime prevention and community safety strategies.	All year round	GSM CM	ERB	Look to increase awareness of reporting incidents to appropriate authorities via Friends Group.	
6.6.3	To make available information and interpretation material on the historic value of the cemetery, its landscape and ecological importance.	All year round	CM GSM	ERB	Website/leaflets.	
6.6.4	To offer opportunities for the community to commemorate loved ones through commemorative tree planting, benches and plaques/paths.	All year round	CM AO	ERB	Expand current options to enable more opportunities for the community to participate.	

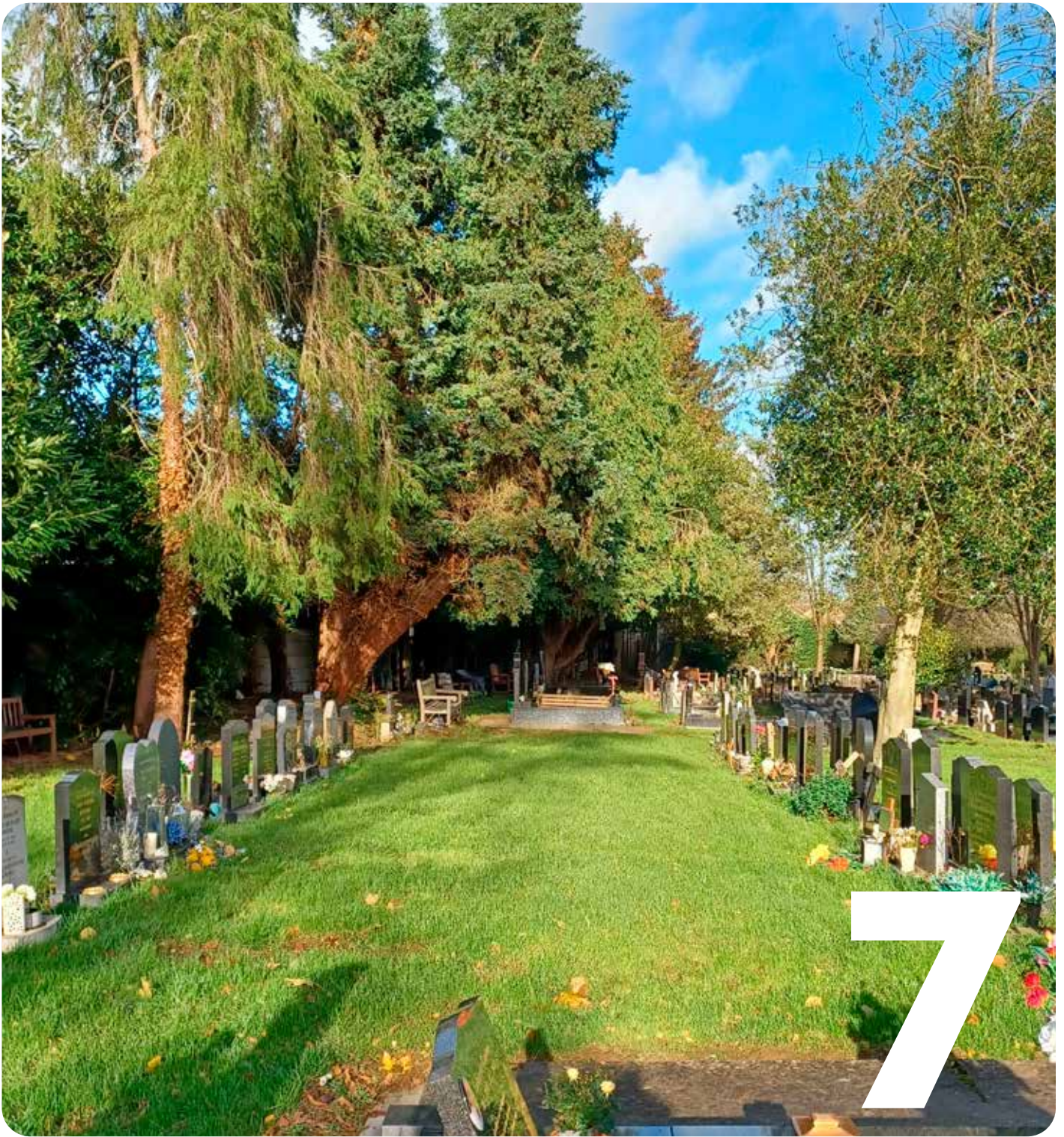


6.7 Marketing and communications						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.7.1	To ensure the Council's website and the Parks Herts website is regularly updated regarding range of services, fees and charges, and information.	All year round	CM Marketing Officer	ERB	Regular review and update of website.	
6.7.2	To ensure that relevant information is available at council offices, cemetery and funeral directors.	Spring 2025	CM AS	ERB	Ensure all outlets receive new fees and charges. Service developments for new financial year.	
6.7.3	To ensure that information is available to non-English speaking Italian users, the largest ethnic group in the borough.	Spring 2025	CM AS	ERB	Review current information, update and consider additional information.	
6.7.4	To review signage.	Summer 2025	CM GSM	Capital		



6.8 Management						
Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
6.8.1	To review and update the Management Plan on a regular basis and, where appropriate, inform stakeholders.	All year round	GSM CM	ERB	Review plan, communicate to Friends group and provide updates.	
6.8.2	To ensure that there are suitably trained staff to enable the Cemetery Service to be available to customers for information/interments at agreed times.	All year round	GSM CM BEST	ERB		
6.8.3	To ensure that the full range of choice is available to customers.	All year round	GSM CM	ERB	Introduce option to install bird and bat boxes as commemorative features.	
6.8.4	To regularly monitor/manage service delivery by the Cemetery team and deal efficiently/effectively with any issues.	All year round	GSM CM	ERB	Regular monitoring records to be kept.	
6.8.5	To maintain Charter of Bereaved Standard/Accreditation for the service.	Summer 2025	CM	ERB	Ensure applications are submitted and completed as best as possible.	
6.8.6	To enter independent assessment of the Cemetery and the services through the application of the ICCM Best Value Assessment Scheme.	Summer 2025	GSM CM	ERB	Obtain gold standard.	
6.8.7	To regularly review and amend the Cemetery Regulations where appropriate.	All year round	CM GSM			





## REVIEWING THE MANAGEMENT PLAN

Although the plan can be continually reviewed, it is probably more effective to allow some time for the management to achieve its goals, some of which will take a few years to accomplish in full.

However, there may be changes in demand, changes in resources available, in the management structure and in the operation and nature of the organisations using or influencing the management of the cemetery which necessitate a change in certain aspects of the plan.

As in the production of this plan, the review will be based on good, current baseline information, objective analysis of that information, and on consultation with a wide cross section of the people working in and using the cemetery.





## APPENDICES

Appendix A	Cemetery interments	Appendix H	2024 tree survey
Appendix B	Awards	Appendix I	Park Herts Management Plan
Appendix C	Memorial inspection and work instructions	Appendix J	Control Order of Dogs
Appendix D	Risk assessment		
Appendix E	Broxbourne policy on pesticide		
Appendix F	Marketing plan 2025		
Appendix G	Event planner 2025		



## Appendix A

### CEMETERY INTERNMENTS 2005/06 - 2023/24

	Cheshunt		Hoddesdon		Total
	Burials	Ashes	Burials	Ashes	
2005/06	141	119	71	61	392
2006/07	141	116	69	63	389
2007/08	144	116	65	49	374
2008/09	120	107	71	60	358
2009/10	130	107	552	52	341
2010/11	140	110	85	60	395
2011/12	136	101	54	54	345
2012/13	149	95	55	37	336
2013/14	117	87	68	47	319
2014/15	142	103	66	47	358
2015/16	115	79	51	47	292
2016/17	138	122	44	39	353
2017/18	135	86	46	48	315
2018/19	135	89	62	42	328
2019/20	132	60	60	33	285
2020/21	158	74	58	41	331
2021/22	148	95	42	44	319
2022/23	120	74	51	43	275
2023/24	128	83	46	48	305



## NUMBER OF INTERMENTS AT HODDESON CEMETERY, MARCH 2024

Financial Year	Number of resident burials this month	Number of resident burials for year	Number of non-resident burials this month	Number of non-resident burials for year	Total number of burials this month	Total number of burials for year	Number of resident ashes this month	Number of resident ashes for year	Number of non-resident ashes this month	Number of non-resident ashes for year	Total number of ashes this month	Total number of ashes for year
2023/24	2	41	1	5	3	46	5	42	0	6	5	48



## Appendix B

### AWARDS

#### **Customer contacts:**

#### **I.C.C.M. Best value survey**

2006/2007 - 531 points (max. = 581; max. by any authority = 556) 30th out of 122

2008/2009 - 543 points (max. = 581; max. by any authority = 562) 12th out of 125

2009/2010 - New Scheme. Gold award. This is the maximum achieved by any authority.

2010/2011 - Gold award

2011/2012 - Gold award

2012/2013 - Gold award

2013/2014 - Gold award

2014/2015 - Gold award

2015/2016 - Gold award

2016/2017 - Gold award

2017/2018 - Gold award

2018/2019 - Gold award

2019/2020 - Gold award

2020/2021 - Gold award

2021/2022 - Gold award

2022/2023 - Gold award

2023/2024 – Silver award



## Purpose

Broxbourne Borough Council is committed to ensuring that no memorial on any grave within its Cemeteries presents a foreseeable danger to a cemetery visitor, member of staff, or anyone within the cemetery grounds.

## Memorials

Every memorial, having any upright component (headstone, cross, column), has had an initial inspection, between the years 2003 and 2008. Works have been carried out as necessary by the Council, where owners could not be contacted, or by the owners themselves where possible.

The advice issued by the Department of Justice in January 2009 is accepted in its entirety, and will be adhered to.

At the commencement of this policy, it can be confirmed that there are NO memorials within either Cheshunt or Hoddesdon cemetery which present an unacceptable hazard.

Every memorial is to be categorised (see 'Memorial Risk Assessment – Prioritisation Scheme') before 1 July 2009. This will assess each memorial and set it initially into one of five following categories:

**Category 0** – No safety risk. Flat or fixed/solid memorials. These will never change category, and will not be regularly inspected.

**Category 1** – Low risk. Inspected every ten years.

**Category 2** – Moderate risk. Inspected every five years.

**Category 3** – High risk. Inspected every three, or in some cases one year.

**Category 4** – Imminently dangerous – immediately made safe.

Memorial inspection will follow the recommendations issued by the Department of Justice, taking the form of a visual inspection, followed by a hand test to discover any tendency to rock. Larger memorials showing signs of being unsafe will be inspected by a BRAMM registered monumental mason, if necessary being made safe by being cordoned off.

Memorials which are found to present any hazard will be dealt with in one of the following ways:

If there is a very small risk of minor injury, the memorial shall have a sign affixed to it, advising people not to touch, and the owner to contact the cemetery office.

If there is a risk of injury, or conceivably death, a suitable area around the memorial shall be cordoned off with temporary fencing.

The Council will attempt to contact the owner of any memorial which is found to be unsafe. The owners of memorials which are found to be unstable, but do not pose a significant health and safety risk, will also be contacted where possible, to advise them of such. These memorials may have warning signs affixed to them, depending upon the degree of risk assessed.

Unsafe memorials, whose owners cannot be contacted, or who do not take necessary action to have them made safe, will be dealt with as follows:

If the memorial is of historic, architectural or artistic significance, the Council may undertake repair at their cost. Otherwise, if it would not affect the ambience of the area in which the memorial is sited, it may be made safe by laying flat.

The Council may commence proceedings, as dictated by the Local Authorities Cemeteries Order 1977, to remove the memorial from the cemetery grounds.

The results of all memorial inspections will be recorded on the Council's cemeteries computer system, 'Erasmus'.

Broxbourne Borough Council holds a faculty, issued by the Bishop of St. Albans, to test and make safe memorials on consecrated ground.

Owners of grave memorials may, if they wish, be present when memorials are inspected, and may make appointments for such.

Destructive memorial testing (minimum applied force resistance) is NOT performed by Broxbourne Borough Council, i.e. Council staff or Council contractors do not generally use 'topple-tester' type equipment on memorials. Memorials are either secure, or not secure, at the time of inspection. If they are not secure, an assessment will be made as to whether they present any safety risk, depending upon their categorisation and individual circumstances.



## Inductions

Every memorial within the Borough's cemeteries shall be placed in to one of five categories, as detailed below.

Apart from category 0, which will be for memorials with no upright component, and therefore possess no risk hazard, memorials may move from one category to another, depending on the actual condition of an individual memorial and its risk potential.

The purpose of categorisation is to determine the frequency of memorial inspection, based upon the size and design of a memorial, the possibility of the memorial, or part of it, falling, and the capacity it would have for causing injury, or possibly death, if such did occur. This will save unnecessary time and effort being wasted on testing memorials that do not need it, allowing more resources for those that do possess a high potential for causing serious harm.

**Category 0** – No risk; memorials in this group have no foreseeable potential to cause any injury (trip hazards are not part of these considerations):

- > Flat Memorials
- > Cremated remains tablets
- > Kerb sets
- > Slabs
- > Solid tomb chests
- > Rocks
- > Books on inclined plinths
- > Any memorial under 500 mm. High.

## No regular inspection scheme

**Category 1** Low risk; memorials in this group will have no foreseeable potential for causing death, and only an extremely small capacity to cause minor injury in the case of the memorial falling:

- > All lawn memorials with another memorial, of similar size, directly behind it, whether secure or not
- > Conventional area headstones over 500mm but under 1000mm in height
- > Known ground-anchored headstones over 500mm but under 1500 mm in height
- > Sound hollow tomb chests
- > Very wide based memorials
- > Near-vertical sound monoliths.

## Memorials in this group will be inspected every 10 years.

Memorials found to be not secure unlikely to be dangerous, but will transfer to Category 4 if they are.

**Category 2** – Moderate risk; memorials having the potential, if falling, to cause injury, but, except in exceptional circumstances, not death.

- > Sound lawn memorials not having another immediately behind
- > Headstones over 750mm high (unless ground anchored), but under 1.5m high
- > Damaged hollow tomb chests
- > Monoliths over 1.5m high, or those leaning 20 degrees. or more, or eroded/cracked/damaged.

## Memorials in this group will be inspected every five years.

Memorials found to be loose likely to be transferred to category 4

**Category 3** – High risk; memorials in this group will have the potential, if falling, to cause serious injury or death.

- > All memorials, other than those in category 1 (wide based), over 1.5m high
- > Badly damaged, heavily constructed, hollow tomb chests
- > Monoliths, over 1.5m high, those leaning more than 35 degrees or very badly eroded, cracked or damaged.

Memorials in this group will be inspected every three years or every year depending upon the individual risk assessment

Memorials found loose WILL be transferred to category 4.



**Category 4** - DANGEROUS; in imminent danger of causing serious injury or death.

Memorials from categories 2 and 3 which are found to be NOT SECURE and UNSAFE.

All memorials found to be category 4 will be made safe IMMEDIATELY upon detection, by fencing around at a suitable distance and the placement of warning signs, or staking and strapping if this will be sufficient. Owners will then be contacted if possible. Fencing/staking will not be removed until the memorial has been repaired, or the hazard removed.

## WIXX

### Memorial Testing Work Instruction

#### Issue 2

December 2022

1. Refer to folder Memorial test results and dates.
2. Search on column 'F' for memorials that need testing in the current round.
3. List these graves on inspection worksheet.
4. Go to first grave on list.
5. Fill in each column across the worksheet for the first memorial.
6. On question 'secure?':
7. Look at the upright part of the memorial. If it is CRACKED or ERODED, or the cement joint looks like it has gaps, proceed with great care.
8. Decide which way the memorial is most likely to fall:
  - a. If a monolith type memorial (headstone with no base, the bottom of it set into the ground) it will be the direction that it is leaning.
  - If a headstone with a base and the headstone is not central on the base, i.e. it is towards the back of the base, it will NOT normally fall forwards (unless leaning greatly in that direction). If headstone is central on the base it could equally fall either direction.
  - b. If a headstone with kerbs (headstone fitted against side kerbs as the great majority are) it would fall outwards (away from the kerbed memorial).
  - c. If headstone with kerbs, with the headstone standing on top of the kerbs on a base, treat as headstone with base.
  - d. If a cross or column, in direction of lean (if no lean any direction is possible).
9. Stand on the side of the memorial opposite to the direction in which the part being tested is most likely to fall, so that you will push in the direction in which it would naturally fall. If possible stand in the centre of the memorial. If, due to the design of the memorial this is not possible, stand to one side (left hand side if you are right handed, or on the right side if you are left handed) but still behind the direction of natural fall.
10. If standing central, place both hands on the top of the stone, with fingers wrapped over the top. If to one side, place one hand (right hand if standing on left side, or on the right side if you are left handed) on the top corner of the stone nearest to you, with fingers wrapped over the top.
11. Ensure that your feet are on firm, solid ground. Dig them in if possible, otherwise keep firm. Bend knees slightly and brace legs. Bend elbows slightly but keep arms firm. Push gently, increasing to fairly firmly (see 17. below for definition). Any movement will quickly be detected. If movement is detected, use your fingers to control it. Do not push it too far, such that it over-balances. DO NOT try to catch or stop the memorial from falling if it moves suddenly and passes the over-balance point. Use this method to ascertain whether it is completely loose, or will just move a small way and then stop moving.
12. If no movement is detected when pushing fairly firmly, the memorial has passed the test, and the procedure can be completed by entering the sheet with a tick.
13. If movement is detected, and it is obvious that the memorial is completely loose, it must be made safe immediately (see below).
14. If some movement is detected, but it is wished to make a definitive test whether the memorial is a pass or a fail, the topple-tester may be used, although this is not now recommended by the ministry of Justice, and the previous 35 Kg. force is definitely not mentioned in current recommendations. 20 Kg would be sufficient.
15. To use the topple-tester:-
  - i. Make sure that the dial indicator is set to '200' (Newtons).
  - ii. Grasp the instrument with both hands, using the fixed handles.



- iii. Stand as in 9 above.
- iv. Stand with feet firmly pushed into or against the ground.
- v. Bend knees slightly, and brace leg muscles firmly. Keep shoulders straight and firm.
- vi. Place the black rubber end of the instrument against the memorial, central across the memorial, and a few inches down from the top, unless it is a very tall memorial, in which case the topple tester should be used at shoulder height. DO NOT use the topple tester on memorials above 2.5m (8ft 3in) in height (see below).
- vii. Push firmly against both handles. Build up pressure slowly. You do not need to watch the dial – watch the headstone. If an audible signal sounds the maximum test pressure of 35 Kg force (350 Newtons) is reached, but you should stop pushing before this time, at about 20 Kg. Release the pressure.
- viii. If the memorial fails the test, it will probably fall over all at once – DO NOT ATTEMPT TO STOP IT, but be prepared for it to happen. The sudden release of pressure as it falls away from the topple tester may cause you to over-topple backwards.
- ix. Mark the result as a pass or fail as appropriate.

#### 16. MAKING SAFE:

- i. If the 'failed' memorial is still standing upright it should be 'staked and strapped' to make it safe.
- ii. Get a stake, sledge-hammer, small steps or something to stand on if necessary, strapping, yellow triangular warning sign, fixing clip, and scissors or knife for cutting the strapping.
- iii. Hammer the stake in behind the memorial. Adjust the support bolt such that the support just touches the memorial.
- iv. Cut the required length of strap to go right around the memorial, through the loop in the stake and leaving enough to secure.
- v. Slide the yellow triangular sign onto the strap.
- vi. Place the strap around the memorial, yellow sign to the front, pass around the back of the memorial, through the loop, and tie-off or fix using the special clip.

#### 17. FORCE:

- i. The maximum required test force is about 20Kg.
- ii. Using the topple-tester, push against a wall to feel how much this is.
- iii. The minimum force that the topple-tester will measure is 14Kg. Feel what this feels like (the beeper will not sound, so you will need to watch the dial). This is the sort of force required for hand testing. Use the topple tester against a wall as many times as you need to to get the feel of 14Kg of force, but it is not critical to get it exactly right every time, anything between 10 – 20Kg will be sufficient.

#### 18. SAFETY:

- i. DO NOT attempt to stop falling memorials after they have reached the over-balance point, i.e. if a gentle pull back does not stop it, do not try too hard.
- ii. DO NOT PULL memorials towards you
- iii. BEWARE of falling over with the memorial when using the topple tester, keep knees well braced, and be prepared for memorial failure. When using the topple tester memorials can fall very suddenly, without any warning.
- iv. DO NOT stand on memorials with stone chippings when hand or topple-testing.
- v. DO NOT position anybody the other side of the memorial when testing, and make sure nobody, can walk behind it whilst testing.
- vi. DO NOT topple-test badly eroded memorials.
- vii. DO NOT topple-test 'book' type memorials.



**Best**  
Broxbourne Environmental  
Services Trading Limited

**Bespoke manual handling training to be provided by Richard Bames**



## Risk Assessment

Excavation and backfilling of graves (manual and mechanical)	Operatives or members of public: struck by plant or vehicles, slips, trips, falls, confined space suffocation, drowning	4	5	20	<ul style="list-style-type: none"> <li>Any cuts or grazes to be reported and receive first aid attention immediately.</li> <li>Operatives to ensure Tetanus and Hepatitis inoculations are current.</li> <li>Task specific training.</li> <li>Adequate maintenance of plant and shoring.</li> <li>Any defects to plant or shoring to be reported immediately.</li> <li>Inspection of ground conditions around grave surface before commencing work, especially after long periods of rain.</li> <li>Visual inspection of site to ensure work area and exit and entry points are clear of obstructions.</li> <li>Ensure public are clear of excavation before commencement of work.</li> <li>Close footpaths where necessary providing advisory signage.</li> <li>A banksman must always be present when excavating a grave or reversing a vehicle.</li> <li>No person is to operate equipment unless they have been adequately trained and had that training recorded. The exception is those employees who are undergoing instruction and are being supervised by another employee who is competent (this is to be kept to a minimum).</li> <li>Cease excavation if public come within 3 metres of the mechanical excavator.</li> <li>Boards to be used to support excavator.</li> <li>Regularly remove accumulated mud from boards</li> <li>Excavator to be positioned on level stable ground.</li> <li>No person to enter the grave when greater than 1.5 metres deep without shoring boards, subject to solid ground conditions</li> <li>Operatives to use adequate shoring boards to manufacturer's guidelines/</li> </ul>	2	4	8	Lantra digger training taking place in September 2024		
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[illegible]



## Risk Assessment

[illegible]



## Risk Assessment

Risk Criteria and Approval		
Likelihood (L) that hazardous event will occur	Severity (S) of hazardous event	Risk (R) rating action
1 very unlikely	1 insignificant – no injury	20–25 Stop – stop activity and take immediate action
2 unlikely	2 minor – minor injuries needing first aid	15–16 Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
3 fairly likely	3 moderate – up to three days' absence	8–12 Action – improve within specified timescale
4 likely	4 major – more than seven days' absence	3–6 Monitor – look to improve at next review or if there is a significant change
5 very likely	5 catastrophic – death	1–2 No action – no further action but ensure controls are maintained and reviewed

All people listed below accept the risk assessment and will ensure that remedial actions identified are implemented:

Signature		Date
Manager	John Mill	April 2024
Managing Director	Peter Linkson	April 2024
Compiled	August 2018	
Reviewed	September 2019	
Reviewed	November 2020	
Reviewed	January 2022	
Reviewed	February 2022	
Reviewed	March 2023	
Reviewed	April 2024	
Next review date	April 2025	



### **BROXBOURNE POLICY ON PESTICIDE**

#### **PURPOSE**

To set out the Council's policy on the use of pesticide.

#### **BACKGROUND**

Pesticides have been developed primarily for their ability to act on living tissue. Through sophisticated development they are able to target their effects on a limited range of plants and animals. Increasing concern about the hazards that pesticides present to humans and the environment has led to the introduction of legislation designed to control the type of chemical available, the sale and supply, storage, application methods, and disposal of pesticides. This is primarily controlled under The Food and Environmental Protection Act 1985 (FEPA), Control of Pesticides Regulations 1986 (COPR) and the Health & Safety at Work Act.

#### **DEFINITION OF PESTICIDES**

Under The Food and Environmental Protection Act 1985 (FEPA), a pesticide is any substance, preparation or organism prepared or used, among other uses, to protect plants or wood or other plant products from harmful organisms, to regulate the growth of plants, to give protection against harmful creatures, or to render such creatures harmless. The term pesticides therefore have a very broad definition that embraces herbicides, fungicides, insecticides, rodenticides, soil-sterilants, wood preservatives and surface biocides among others.

A pest is defined as any organism harmful to plants, wood or plant products, any undesired plant or harmful creature.

#### **LEGISLATION**

In Great Britain the storage, supply, advertisement, sale and use of pesticides is regulated by:

- The Control of Pesticides Regulations 1986 (as amended) (COPR)
- The Pesticides (Maximum Levels in Crops, Food and Feeding Stuffs) (England and Wales) Regulations 1999 (as amended)
- In Scotland by The Pesticides (Maximum Levels in Crops, Food and Feeding Stuffs) (Scotland) Regulations 2000, and commonly referred to as the MRL regulations
- Similar legislation exists in Northern Ireland. This legislation implements Part III of The Food and Environment Protection Act 1985 (FEPA)

In addition, further regulations:

- The Plant Protection Products Regulations 1995 (as amended)
- The Plant Protection Products (Basic Conditions) Regulations 1997 (PPPR).

The Control of Substances Hazardous to Health Act 2002 (COSHH) requires that exposure to substances hazardous to health is either prevented or, where this is not reasonably practical, adequately controlled

#### **LEGAL IMPLICATIONS**

- It is illegal to use a pesticide unless Ministerial consent has been given for the intended activity, and that the relevant conditions of consent are complied with. Consent is only given:
  - If all reasonable precautions are taken to protect human health, creatures, plants, the environment and pollution
  - That no unapproved mixtures or adjuvant are used
  - That formal training of users is required
- Pesticides can only be purchased through approved and certificated suppliers
- Pesticides must be stored in a structure designed for that purpose, and controlled by a certificated store person
- Pesticides for Agricultural and Amenity Horticulture can only be applied by a person with a certificate of competence (NPTC)
- Pesticides must be disposed of in a manner that will not damage human health or the environment

#### **HOW GROUNDS MAINTENANCE OPERATIONS IMPLEMENTS THIS INTO WORKING PRACTICE**

- Only approved ministerial chemicals are used
- All application equipment is regularly tested, maintained and replaced as required
- Personal protective equipment is regularly tested, maintained and replaced as required
- All chemicals are applied in accordance to the label requirements
- All staff involved in chemical application are trained to the required certification i.e. NPTC PA-1, PA-6A, PA – 2 and PA – 6AW
- Areas to be treated are secured from public access, or information notices are posted during application periods, or active ingredients are such that no precautions are necessary
- Staff undergo regular refresher courses as required
- COSHH assessments are carried out for all chemicals, with only those proving to have the least hazard to the user and environment being used. Regular reviews of COSHH assessments are carried out and stock changed as required



- All chemicals are stored in bunded structures that are secure, fire resistant and designed to stop chemical leakage
- Stock records are kept on site with these stores
- Chemical containers are disposed of through an approved contractor or as designated by legislation
- Pesticide applications are recorded and kept at New River Trading Estate/Cheshunt Park for reference and public information

## **GROUNDS MAINTENANCE OPERATIONS PESTICIDE USAGE POLICY**

Whenever practical the use of pesticides will be minimised and alternative solutions sought. Within parks, gardens and open spaces there is a continual reduction in the use of pesticides. This has been achieved by:

- Using the principles of Integrated Pest Management.

Prevention > Cultural > bio-control > Chemical control

- Carrying out environmental risk assessments to determine the best method of pest control, only using chemical applications as a last resort
- Using site generated and/or locally chipped compostable material as shrub border mulch
- By not using residual herbicides
- Challenging traditional working practices and introducing new practices which minimise the need to apply pesticides or herbicides
- Replacing plants, shrubs and grass mixes with cultivars that are less susceptible to pests and diseases
- Improved staff training in order to inform and prevent poor practice
- Linking chemical control to Council plans and strategies



## Appendix F

### Hoddesdon Cemetery marketing plan 2025

**Events:** Increase the number of public events with two Friends of Hoddesdon Cemetery during 2025 (2024 = 1)

**Publications/print:** Review of Service Standards leaflet/Cemetery fees and charges leaflet / create new leaflet for deed owners

**Press releases:** Aim to get one news item into key local titles

**Website:** New council website went live at the end of 2019 making it easy for customers to get information about the cemetery, activities and how to get there. All information is also on the ParksHerts website. Increase awareness and link web page to new online reporting facility. Research more national initiatives to piggy back.

Memorial trail uploaded to website.

**Focus on:** Making the public aware of biodiversity opportunities in cemeteries and the historic importance the of cemetery through events such as bat and bird walks. Promotion of new mausoleum and columbarium. Ensuring the Council's website is regularly updated regarding the range of services, fees and charges. Review of fees and charges is due April 2025, new publication to be displayed at all outlets. Ensuring that all relevant information is available at Council offices, cemetery and undertakers.



## Appendix G - Event planner for 2025

Date	Location	Activity	Event Co-ordinator	Entry	Marketing activity	Attendance Figures
<b>2025 Dates</b>						
<b>APRIL</b>						
<b>29</b>	Hoddesdon Cemetery Chapel	<b>Friends Group Meeting</b>	Emma Cooper	Free	Multiple signs around the cemetery	
<b>SEPTEMBER</b>						
<b>30</b>	Hoddesdon Cemetery Chapel	<b>Friends Group Meeting</b>	Emma Cooper	Free	Multiple signs around the cemetery	



## Appendix H - 2024 Tree Survey

### Hoddesdon North

#### Hoddesdon Cemetery

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
G1	Commor 00010068			Semi-Mature	Good	Good
2	BB005121				Good	
4	Commor BB005158	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
5	Unknowr BB005161	10 to 20 metres	61cm to 100cm	Mature	Medium	Medium
6	Commor BB005162	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
7	Norway ! BB005164	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
10	Unknowr BB005177	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
11	Commor BB005186	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
12	Commor BB005188	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
13	Commor BB005191	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
14	Commor BB005736	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
15	Commor BB005741	5 to 10 metres	41cm to 60cm	Mature	Poor	Medium
16	Commor BB005764	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
17	Commor BB005756	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
18	Commor BB006261	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
19	Commor BB005754	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
20	Commor BB006208	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
21	Commor BB005996	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
22	Commor BB005795	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
23	Commor BB006248	5 to 10 metres	41cm to 60cm	Mature	Good	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
24	Commor BB005879	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
25	Commor BB005776	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
26	Commor BB006152	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
27	Commor BB006058	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
28	Commor BB006189	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
29	Commor BB006016	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
29.1	Commor BB006016	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
30	Commor BB006012	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
31	Commor BB006076	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
32	Commor BB005734	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
33	Commor BB005835	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
34	Commor BB006102	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
35	Commor BB006103	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
36	Commor BB006087	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
37	Commor BB006000	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
38	Commor BB006217	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
39	Commor BB005971	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
40	Commor BB005909	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
42	Commor BB006061	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
43	Commor BB005889	5 to 10 metres	41cm to 60cm	Mature	Good	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
44	Commor BB005742	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
45	Commor BB005999	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
46	Commor BB005772	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
47	Commor BB006254	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
50	Unknowr 000103320004	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
53	Commor 000103320147	10 to 20 metres	61cm to 100cm	Mature	Good	Good
55	Mixed 000103320252 Broad/Conifers					
56	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
57	Variegated Holly	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
58	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
58.1	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
58.01	Golden Irish Yew	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
59	Golden Irish Yew	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
60	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
58.2	Variegated Holly	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
61	Variegated Holly	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
62	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
63	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
64	Cypress spp	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
65	Silver Birch	5 to 10 metres	21 cm to 40cm	Mature	Good	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
66	Horse Chestnut	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
68	Variegated Holly	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
69	Common Yew	10 to 20 metres	41cm to 60cm	Mature	Good	Good
70	Purple Beech	20 to 30 metres	Over 100cm	Veteran	Good	Good
71	English Oak	10 to 20 metres	21 cm to 40cm	Mature	Good	Good
72	Monterey Cypress	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
73	London Plane	10 to 20 metres	Over 100cm	Veteran	Poor	Good
74	Rowan	5 to 10 metres	21 cm to 40cm	Mature	Medium	Good
75	Pink Japanese Cherry	5 to 10 metres	21 cm to 40cm	Over-Mature	Poor	Good
76	Common Yew	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
78	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
80	Common Holly	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
81	Common Holly	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
82	Strawberry Tree	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
82.1	Common Holly	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
84	Common Beech	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
80.1	Bay Laurel	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
85	Bay Laurel	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
87	Sycamore	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
88	Strawberry Tree	5 to 10 metres	21 cm to 40cm	Mature	Good	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
89	Common Beech	10 to 20 metres	61cm to 100cm	Mature	Good	Good
77.1	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
90	Common Holly	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
91	Common Holly	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
92	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
93	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
94	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
95	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
96	Sycamore	10 to 20 metres	41cm to 60cm	Mature	Medium	Good
79.1	Small-leaved Lime	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
H1	Beech spp	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
H1.1	Beech spp	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
1.1	Pink Japanese Cherry	5 to 10 metres	21 cm to 40cm	Over-Mature	Medium	Good
1.01	Hornbeam	10 to 20 metres	41cm to 60cm	Veteran	Good	Good
97	Bay Laurel	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
98	Variegated Holly	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
G81.1	Oak spp	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
99	English Oak	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
71.1	Scots Pine	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
100	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
94.1	Common Holly	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
94.01	Variegated Holly	Up to 5 metres	Up to 20cm	Mature	Good	Good
102	Common Holly	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
103	Common Holly	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
104	Common Holly	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
105	Hazel	10 to 20 metres	21 cm to 40cm	Mature	Good	Good
106	Common Holly	5 to 10 metres	Up to 20cm	Mature	Good	Good
107	Bay Laurel	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
108	London Plane	10 to 20 metres	Over 100cm	Veteran	Good	Good
109	False Acacia	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
110	Purple Norway Maple	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
111	Blackthorn	5 to 10 metres	21 cm to 40cm	Mature	Medium	Good
112	English Oak	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
113	Cypress spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
114	Hazel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
115	English Oak	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
116	Large-leaved Lime	10 to 20 metres	41cm to 60cm	Mature	Good	Good
117	Common Yew	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
G82	Sycamore	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
118	Box	Up to 5 metres	Up to 20cm	Semi-Mature	Poor	Poor



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
119	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Good	Good
120	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Good	Good
121	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Good	Good
122	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Good	Good
123	Cypress spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
124	Cypress spp	10 to 20 metres	41cm to 60cm	Mature	Good	Good
125	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
126	Red Oak	5 to 10 metres	41cm to 60cm	Mature	Good	Good
127	Cypress spp	10 to 20 metres	41cm to 60cm	Mature	Good	Good
128	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
129	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
122.1	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
122.01	Cypress spp	5 to 10 metres	21 cm to 40cm	Mature	Poor	Good
130	Cypress spp	5 to 10 metres	21 cm to 40cm	Mature	Poor	Good
122.02	Cypress spp	10 to 20 metres	41cm to 60cm	Mature	Good	Good
131	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Good	Good
120.1	Hornbeam	10 to 20 metres	41cm to 60cm	Mature	Good	Good
120.01	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
132	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
133	Pine spp	10 to 20 metres	41cm to 60cm	Mature	Poor	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
134	English Oak	10 to 20 metres	21 cm to 40cm	Mature	Good	Good
135	Pine spp	10 to 20 metres	41cm to 60cm	Mature	Good	Good
135.1	Atlas Cedar	20 to 30 metres	Over 100cm	Over-Mature	Poor	Poor
G135.1	Mixed Broad/Conifers	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
127.1	Common Yew	10 to 20 metres	61cm to 100cm	Mature	Good	Good
127.01	Pine spp	20 to 30 metres	61cm to 100cm	Over-Mature	Good	Good
136	Sycamore	10 to 20 metres	41cm to 60cm	Mature	Good	Good
137	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
138	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
139	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
140	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
141	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
142	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
143	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
144	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
145	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
146	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
147	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
148	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
149	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
150	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
151	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
152	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
153	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
154	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
155	Sycamore	10 to 20 metres	41cm to 60cm	Mature	Good	Good
136.1	Common Yew	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
136.01	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
156	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
157	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
136.02	Acacia spp	10 to 20 metres	21 cm to 40cm	Semi-Mature	Good	Good
158	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
159	Sycamore	10 to 20 metres	41cm to 60cm	Mature	Good	Good
160	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
161	Acacia spp	10 to 20 metres	21 cm to 40cm	Semi-Mature	Good	Good
162	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
163	Acacia spp	10 to 20 metres	21 cm to 40cm	Semi-Mature	Good	Good
164	Common Yew	5 to 10 metres	61cm to 100cm	Mature	Good	Good
165	Acacia spp	10 to 20 metres	21 cm to 40cm	Semi-Mature	Good	Good
166	Sycamore	10 to 20 metres	41cm to 60cm	Mature	Good	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
187	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
188	Holly spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
189	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
190	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
191	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
192	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
196	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
197	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
198	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
199	Bay Laurel	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
183.1	Elm spp	5 to 10 metres	21 cm to 40cm	Mature	Poor	Poor
183.01	Apple spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
200	Cypress spp	20 to 30 metres	61cm to 100cm	Mature	Good	Good
201	Cypress spp	20 to 30 metres	61cm to 100cm	Mature	Good	Good
202	Cypress spp	20 to 30 metres	61cm to 100cm	Mature	Good	Good
203	Cypress spp	20 to 30 metres	61cm to 100cm	Mature	Good	Good
204	Cypress spp	20 to 30 metres	61cm to 100cm	Mature	Medium	Good
205	Cypress spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
206	Spruce species	20 to 30 metres	61cm to 100cm	Mature	Good	Good
203.1	Pink Sycamore	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
211	Cypress spp	10 to 20 metres	41cm to 60cm	Mature	Good	Good
212	Holly spp	Up to 5 metres	Up to 20cm	Mature	Good	Good
213	Holly spp	Up to 5 metres	Up to 20cm	Mature	Good	Good
214	Cypress spp	10 to 20 metres	41cm to 60cm	Mature	Poor	Good
211.1	Turkish Hazel	10 to 20 metres	21 cm to 40cm	Mature	Good	Good
215	Holly spp	5 to 10 metres	Up to 20cm	Mature	Good	Good
216	Holly spp	Up to 5 metres	Up to 20cm	Mature	Good	Good
217	Cypress spp	20 to 30 metres	61cm to 100cm	Mature	Good	Good



G204.1	Mixed Broad/Conifers	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
204.1	Strawberry Tree	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
218	Large-leaved Lime	10 to 20 metres	41cm to 60cm	Mature	Good	Good
206.02	Rowan	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
219	Silver Birch	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
220	Silver Birch	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good

Tree Details - by Location/Site      Dated: 05/12/2024 at 14:36      Page 13      Hoddesdon Cemetery - General Report

#### Hoddesdon North ...(contd)..

#### Hoddesdon Cemetery ...(contd)..

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
221	Silver Birch	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
222	Silver Birch	5 to 10 metres	41cm to 60cm	Mature	Good	Good
223	Cypress spp	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
229	Cherry spp	5 to 10 metres	21 cm to 40cm	Semi-Mature	Medium	Medium
G205	Mixed Broad/Conifers	Up to 5 metres	Up to 20cm	Mature	Good	Medium
230	Unknown - Conifer	10 to 20 metres	41cm to 60cm	Mature	Medium	Medium
231	Unknown - Conifer	10 to 20 metres	Over 100cm	Mature	Medium	Medium
232	Lime spp	5 to 10 metres	61cm to 100cm	Over-Mature	Medium	Medium
233	Lime spp	5 to 10 metres	61cm to 100cm	Over-Mature	Medium	Medium
234	Lime spp	5 to 10 metres	61cm to 100cm	Over-Mature	Medium	Medium
235	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Medium	Medium
236	Common Holly	Up to 5 metres	21 cm to 40cm	Mature	Good	Good



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

<b>Tree Id</b>	<b>Common name</b>	<b>Height</b>	<b>Trunk</b>	<b>Age</b>	<b>Condition</b>	<b>Vitality</b>
263	Unknown - Conifer	Up to 5 metres	Up to 20cm	Semi-Mature	Medium	Medium
264	Unknown - Conifer	Up to 5 metres	Up to 20cm	Semi-Mature	Medium	Medium
265	Unknown - Conifer	Up to 5 metres	Up to 20cm	Semi-Mature	Medium	Medium
266	Unknown - Conifer	Up to 5 metres	Up to 20cm	Semi-Mature	Medium	Medium
267	Unknown - Conifer	Up to 5 metres	Up to 20cm	Semi-Mature	Medium	Medium
268	Unknown - Conifer	Up to 5 metres	Up to 20cm	Semi-Mature	Medium	Medium
269	Unknown - Conifer	10 to 20 metres	61cm to 100cm	Over-Mature	Poor	Medium
270	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
271	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
272	Bay Laurel	Up to 5 metres	41cm to 60cm	Mature	Medium	Medium
273	Acacia spp	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
274	Tulip tree	10 to 20 metres	41cm to 60cm	Mature	Medium	Medium
275	Pine spp	10 to 20 metres	61cm to 100cm	Mature	Medium	Medium
276	English Oak	10 to 20 metres	21 cm to 40cm	Mature	Medium	Medium
277	Common Yew	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
278	Tibetan Cherry	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
279	Pine spp	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
280	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
281	Silver Birch	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Medium
282	Silver Birch	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
283	Cherry spp	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
284	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
285	Common Yew	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
286	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
287	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
288	Blackthorn	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
289	Blackthorn	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
290	Tibetan Cherry	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
291	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
292	Deodar Cedar	10 to 20 metres	Over 100cm	Mature	Medium	Medium
293	Pine spp	10 to 20 metres	Over 100cm	Mature	Medium	Medium
294	Unknown - Conifer	10 to 20 metres	61cm to 100cm	Mature	Medium	Medium
295	Unknown - Conifer	Up to 5 metres	21 cm to 40cm	Mature	Medium	Medium
296	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Over-Mature	Poor	Medium
297	Purple-leaved Plum	Up to 5 metres	21 cm to 40cm	Mature	Medium	Medium
<del>298</del>	<del>Common Beech</del>	<del>10 to 20 metres</del>	<del>Over 100cm</del>	<del>Mature</del>	<del>Medium</del>	<del>Medium</del>
299	Common Holly	Up to 5 metres	21 cm to 40cm	Mature	Medium	Medium
300	Common Holly	Up to 5 metres	21 cm to 40cm	Mature	Medium	Medium
301	Cherry spp	Up to 5 metres	Up to 20cm	Mature	Medium	Medium
302	Unknown - Conifer	5 to 10 metres	Over 100cm	Mature	Medium	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

<b>Tree Id</b>	<b>Common name</b>	<b>Height</b>	<b>Trunk</b>	<b>Age</b>	<b>Condition</b>	<b>Vitality</b>
303	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Over-Mature	Medium	Medium
304	Hornbeam	5 to 10 metres	21 cm to 40cm	Semi-Mature	Medium	Medium
305	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Semi-Mature	Medium	Medium
306	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Semi-Mature	Medium	Medium
307	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Semi-Mature	Medium	Medium
308	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Semi-Mature	Medium	Medium
309	Unknown - Conifer	5 to 10 metres	Up to 20cm	Semi-Mature	Medium	Medium
310	Unknown - Conifer	5 to 10 metres	Up to 20cm	Semi-Mature	Medium	Medium
311	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
312	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
313	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
314	Laburnum spp	5 to 10 metres	41cm to 60cm	Mature	Poor	Poor
320	Unknown - Conifer	5 to 10 metres	Up to 20cm	Mature	Medium	Medium
321	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

<b>Tree Id</b>	<b>Common name</b>	<b>Height</b>	<b>Trunk</b>	<b>Age</b>	<b>Condition</b>	<b>Vitality</b>
322	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
323	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
324	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
325	Unknown - Conifer	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
326	Unknown - Conifer	5 to 10 metres	Up to 20cm	Mature	Medium	Medium
327	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
328	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
329	Unknown - Conifer	5 to 10 metres	Up to 20cm	Mature	Medium	Medium
330	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
340	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
341	Silver Birch	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

<b>Tree Id</b>	<b>Common name</b>	<b>Height</b>	<b>Trunk</b>	<b>Age</b>	<b>Condition</b>	<b>Vitality</b>
342	Pine spp	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
343	Silver Birch	Up to 5 metres	Up to 20cm	Young Tree	Good	Medium
344	Unknown - Conifer	5 to 10 metres	61cm to 100cm	Mature	Medium	Medium
345	Silver Birch	10 to 20 metres	41cm to 60cm	Mature	Medium	Medium
346	Thorn species	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
347	Holm Oak	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
359	Purple-leaved Plum	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
360	Purple-leaved Plum	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium



**Hoddesdon North ... (contd)..****Hoddesdon Cemetery ... (contd)..**

Tree Id	Common name	Height	Trunk	Age	Condition	Vitality
361	Purple-leaved Plum	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
359.1	Purple-leaved Plum	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
362	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Mature	Medium	Medium
374	Pine spp	10 to 20 metres	41cm to 60cm	Mature	Medium	Medium
375	Common Holly	5 to 10 metres	41cm to 60cm	Mature	Medium	Medium
G210	Unknown - Conifer	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
376	Unknown - Conifer	10 to 20 metres	61cm to 100cm	Over-Mature	Poor	Medium
377	Unknown - Conifer	10 to 20 metres	61cm to 100cm	Over-Mature	Medium	Medium



#### 16.0 PARKSHERTS – HERTFORDSHIRE PARKS WEB PROJECT

##### 16.1 Background and Challenge

[ParksHerts](#) originated from the Hertfordshire Association of Cultural Officers Parks Officers Group (HACO) which recognised that there was a lack of consistent, accessible and good quality online information about the county's parks and open spaces. This is a particular challenge for a county such as Hertfordshire where park ownership is spread across administrative areas.

Hertfordshire also faces challenges to address the levels of obesity and physical activity within the population. 62.8% of Hertfordshire adults (2013-15) and 36.7% of children in year 6 (2015) were classified as overweight or obese with only 58.7% of adults classed as physically active (2015). (source: Public Health England. 2016. Public Health Outcomes Framework (Online)).

##### 16.2 The Project

[ParksHerts](#) provides an innovative solution to these challenges. It's a mobile-first website application providing a single information point for over a hundred of Hertfordshire's parks and



open spaces from recreation grounds through to woodlands and award winning flagship parks, irrespective of administrative ownership. It provides a way for people to discover and enjoy sites they know and those that they haven't yet discovered, whilst also supporting people to make outdoor exercise part of their everyday lives.

Funding for the project was secured from Hertfordshire County Council Public Health, all ten Hertfordshire District/Borough Councils and one Parish Council. Support from partners has been both financial and as officer time from communications teams, public health officers and from parks teams who will maintain the information on their own parks into the future. Hertsmere Borough Council led the project on behalf of the partnering authorities through the specification, procurement, design, data entry and training stages and will continue to be the overall administrative contact point.

[ParksHerts](#) is a clear demonstration that cross county projects really can and do work and a great tool to encourage greater park use and promote our parks, including Green Flag sites.

To remove barriers to access it is important that the site is as user friendly as possible. To support this, online and face to face consultation was undertaken.

Visit the ParksHerts web application today - [www.parksherts.co.uk](http://www.parksherts.co.uk) – and find your perfect park!

You can also like us on Facebook: facebook/ParksHerts, or follow us on twitter: @ParksHerts and Instagram: ParksHerts or email [parksherts@hertsmere.gov.uk](mailto:parksherts@hertsmere.gov.uk)





Key features of the site include:

- A simple, attractive design with generic appeal that changes with the seasons.
- A mobile friendly site which can be used on desktops, tablets and mobile devices reflecting the desire from users to research at home and whilst out and about.
- The same basic info on each park (prioritised via user consultation and feedback).
- Ability to filter parks by categories – including who is going to the park, what activities you'd like to do and the facilities offered.
- Activity routes are marked on the maps ranging from easy access (pushchair and wheelchair friendly) through to running routes, nature trails and orienteering. Step counts are provided for each.
- How to find the way in to the park: on foot, via public transport and by car. Exact car park locations are provided with links to google maps.
- Ability to promote park events via specific 'events' area.
- Clickable points of interest.
- Ability to focus on what's important by personalising the points of interest that appear on the map.
- I'm in this park button provides a GPS 'where am I' location.





## 16.3 Outcomes

In the first six months since the site was officially launched, there has been:

- 6,200 unique users
- 8,500 sessions
- 30,000 page views
- 60% of user's access through mobile or tablet indicating potential usage whilst in the park.

The most popular pages are the parks search page followed by the events page. Visitor numbers can be checked and peaks in usage can be linked to particular tweets or promotional activities. Seasonal reports will collect user numbers.

## 16.4 Promotion and Social Media

The [ParksHerts](#) website application was launched to the public at the Hertfordshire Green Flag Award event held at Cassiobury Park, Watford on 21 July 2017. The press release can be found in Appendix 8.

Publicity and promotion of the site is a partnership effort coordinated by communication professionals from the participating councils, using [facebook](#), [twitter](#) and [Instagram](#), resident's magazines, partner websites and newsletters.



Links between the website and participating council's websites are in place to help drive traffic to the site.

Publicity material available includes roadside banners, posters and branded bags and water bottles. These have been distributed between partners for use in the parks or at events.

Since the launch, a blog feature has been created which is proving to be a useful way to highlight specific parks or activities taking place in the parks which can be promoted.

An advert for site can be found on the 2017/18 bus timetables across the whole of Hertfordshire.

- 25% found us via search engines
- 24% came directly
- 40% linked through via social media

Social Media techniques to be used:

- On Twitter posts use the daily hashtags e.g. Monday Motivation, Tip Tuesday – this widens the audience considerably.
- Tag in more popular twitter users – has led to retweets
- Pick up on relevant news stories
- Link through to wider, popular events e.g. Health Walks – known events and link directly through to the right page on the site
- Use animation, visual representations of the site, linked to the time of year
- Use real photos from the Hertfordshire parks



## 16.5 Next Steps

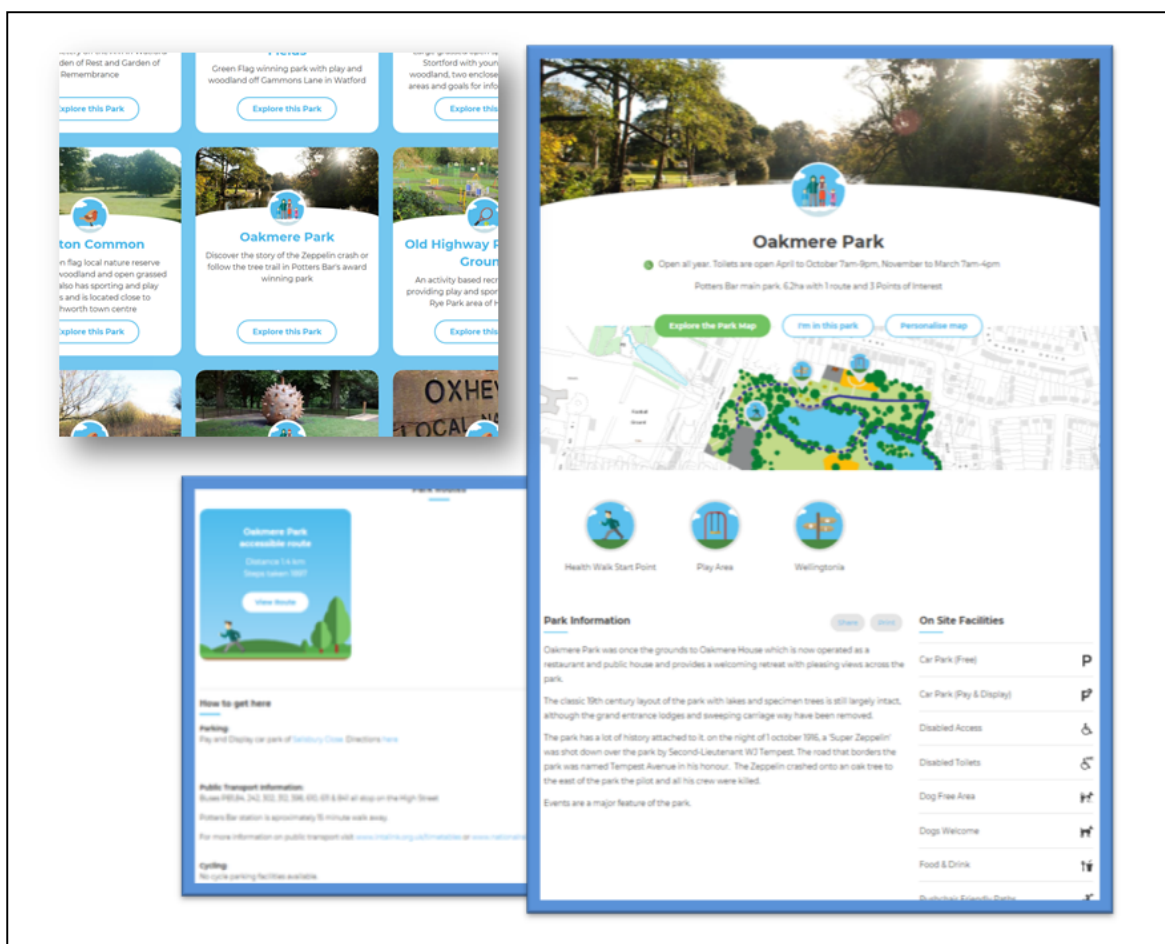
Three key aims have been identified for 2018 to further develop the web application and ensure that people use and re-use [ParksHerts](#).

- **'Keep going and keep growing'** – site to be kept up-to-date with new data. Additional sites to be added, from existing partners as well as expansion to other parks providers within the county. New opportunities of features within the site are also possible and will be added as appropriate within the budget.
- **'Governance'** – a 'board' of key members from the partnership will be formed to take key decision over future developments, costings and ensure continual input from all partners.
- **'Widen usage'** – the coding and design is owned by the ParksHerts partnership. Opportunities exist to for other authorities or partnerships of authorities across the country to 'purchase' the coding at a fraction of the original cost. Take up would help to ensure that [ParksHerts](#) is fully sustainable but more importantly promote the huge benefits that's parks offer to people's everyday lives across the country.

## 16.6 Oakmere Park on ParksHerts

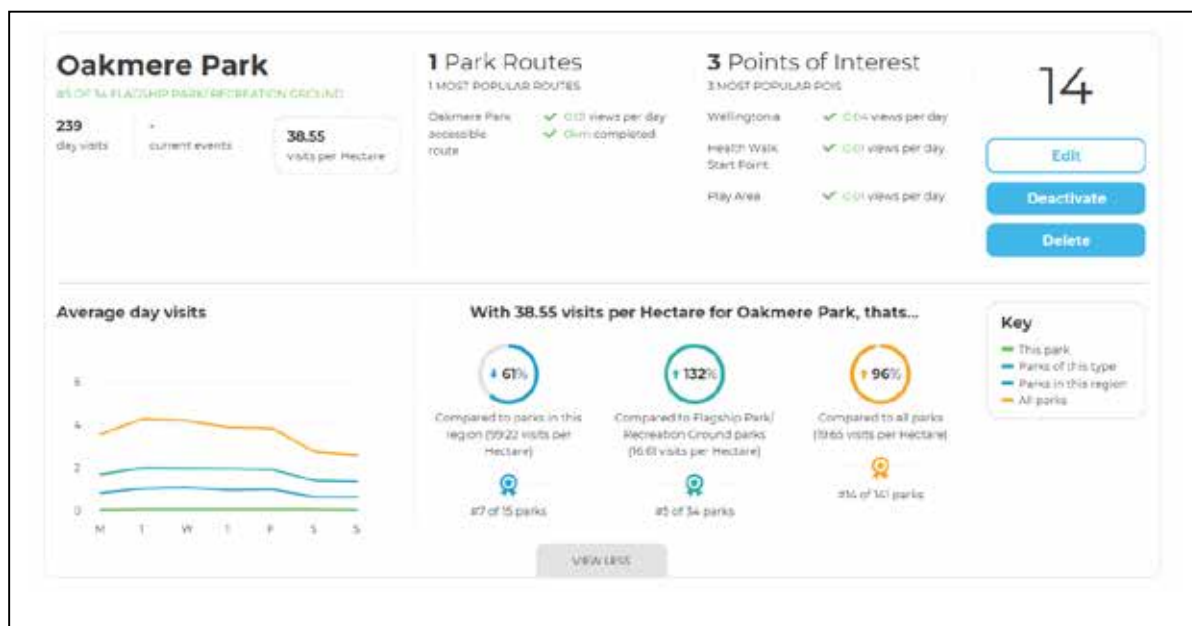
By using the filters, users are able to find the park that best suits their needs and can sort alphabetically, by popularity or by nearest.

The park can then be selected which opens up an easy to use specific park page with opening times, an interactive map showing points of interest and routes, text information, features, routes and directional information.





The site also contains a simple back office administration system for parks managers. This allows any changes to the park to be easily updated but also allows statistics to be collected. These show visitor numbers to the park, equating visitors numbers per hectare (providing comparable ranking to other parks in the district or 'type' of park), route completion and the most popular points of interest. It is envisaged that this data will be able to assist future management decisions, particularly with identifying the future needs of points of interest/parks features.



The above stats show that 239 users have visited the site, ranking the park as the 14<sup>th</sup> most popular, as well as the 7<sup>th</sup> in Hertsmere and the 5<sup>th</sup> Flagship. As the data builds up over a longer period of time, day visits and points of interest views will show trends and more accurate usage and enable a wider range of reports to be generated.



### BROXBOURNE BOROUGH COUNCIL

#### PUBLIC SPACE PROTECTION ORDER No. 1 OF 2020

##### THE CONTROL OF DOGS

1. This Order may be cited as the **Borough of Broxbourne Public Spaces Protection Order No. 1 of 2020**.
2. The Borough of Broxbourne (the "Council") makes this Order under its powers contained in s.59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"), being satisfied on reasonable grounds that the activities set out in paragraph 5, in the location described in paragraph 4 of this Order and detailed in the schedule to this Order have had or are likely to have a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried out within that area and have such an effect. The Council is also satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.
3. This Order comes into force at midnight on 30 July 2020 for a period of up to three years thereafter, unless extended by further order under the Council's statutory powers.
4. This Order applies to all land in the Borough of Broxbourne to which the public or any section of the public has access, on payment or otherwise, as of right by virtue of expressed or implied permission.
5. The activities described below are hereby covered as from the date of this Order.
  - (a) The failure to remove dog faeces by a person in charge of the dog from the designated land,
  - (b) Allowing a dog (excluding guide dogs) to be present in the following areas:
    - (i) All fenced children's playground and areas which are designated and marked for children's play
    - (ii) All fenced games areas e.g. tennis, ball courts, skate parks
    - (iii) Marked playing pitches, when in use for playing sports

Any person in charge of a dog who takes it onto, permits it to enter or remains on the specified land is guilty of an offence.

6. Section 67 of the Act states that it is an offence for a person without reasonable excuse:



- (a) To do anything that the person is prohibited from doing by a public spaces protection order or,
- (b) To fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

A person does not commit an offence under section 67 of the Act by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order.

A person guilty of an offence under conditions a or b above, under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale, or a fixed penalty notice of £100.

#### CHALLENGING THE VALIDITY OF ORDERS

An interested person may apply to the High Court to question the validity of this Order and an interested person means an individual who lives in the restricted area or who regularly works in or visits that area. Any such interested person may apply to the High Court within six weeks from the date on which this Order was made on the grounds that the Council did not have the power to make the Order or to include particular prohibitions or requirements imposed by the Order or that a requirement under Chapter 2 of the Act was not complied with in relation to this Order.

#### SCHEDULE OF RESTRICTED AREAS

- (a) All public rights of way/footpaths, pavements, flower beds, shrub areas and grass verges adjacent to carriageways.
- (b) All pedestrianised areas
- (c) All parks, open spaces and children's play areas
- (d) All sports fields
- (e) All greens, verges flower beds and other open areas on any housing estates in the borough
- (f) All town greens
- (g) All cemeteries
- (h) All parts of the Lee Valley Regional Park within the Broxbourne Borough Council district
- (i) All allotments
- (j) All public car parks



#### LAND DESIGNATED SPECIFICALLY

- (a) The grounds of The Spotlight, The Spinning Wheel and Lowewood House, Hoddesdon
- (b) The grounds of Bishops College and Emmanuel Lodge, Cheshunt
- (c) Land open to the public and owned by local trustees for open spaces at:
  - (i) Broxbourne recreation ground, Station Road Broxbourne
  - (ii) Baas Hill, Broxbourne
  - (iii) Cock Lane, Hoddesdon

Dated ..... *30 July 2020* .....

THE COMMON SEAL of the Borough of Broxbourne Council was hereunto affixed in the presence of

*M. Boake*  
.....  
Authorised Signatory







**BOROUGH OF  
BROXBOURNE**  
[www.broxbourne.gov.uk](http://www.broxbourne.gov.uk)