



Gunnersbury Cemetery Management Plan

Annually reviewed from 2009



Acknowledgements

Quadron Services Ltd.

Regular users of the cemeteries service

The Friends of Gunnersbury Cemetery

Think before you print

Only print this document if necessary.

It may only be necessary to print out pages of specific interest, rather than the full document.

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Foreword

The Royal Borough is one of the most densely populated Boroughs in the United Kingdom with possibly the least amount of public green open space. It is, therefore, the Council's policy to maintain all its parks at an excellent standard, to renew the infrastructure and to ensure that our parks are something we can all be proud of.

I am very keen that all residents and park users should have an opportunity to become more closely involved in managing the future development of these green lungs. We need to ensure that we are providing a full range of the facilities and services that local residents would like to see and clearly this will vary from place to place around the Borough.

In pursuit of excellence, the Council wants each of the eight major parks to gain and keep the prestigious Green Flag Awards. Whilst three of our major parks have already gained a Green Flag Award it is our intention that alongside the major parks some of our other sites can be entered and gain Green Flag status. Gunnersbury Cemetery will be the first of our two cemeteries to have a management plan put in place.

This management plan for Gunnersbury Cemetery sets out our proposed plans for the site over the next ten years. The plan is intended to enable us to achieve the highest horticultural and environmental quality, to ensure continuous top-quality maintenance and to manage the site with the sensitivity required for its purpose.

If you have any comments you would like to make about the content of this plan, please send them to The Leisure Services Development Officer (Parks), The Stable Yard, Holland Park, Ilchester Place, London W8 6LU.

Councillor Nicholas Paget-Brown
Cabinet Member for Regeneration, Environmental Management and Leisure

1. Background

- 1.1 Gunnersbury Cemetery has never before had a Management Plan properly put in place.
- 1.2 In 2007, re-tendering of the Grounds Maintenance contract raised the standard of service in the parks, open spaces and cemeteries owned and managed by the Royal Borough of Kensington and Chelsea.
- 1.3 At the entrance to the cemetery is the Cemetery Lodge where the Cemetery Manager resides enabling him to carry out his duties and provide a security presence. The Cemetery Office is the administrative office of the service and is located inside the entrance on the main driveway. A new car park and adjoining public lavatory block constructed in 2006 make the cemetery more welcoming and provide better access to the site.



2. Introduction

2.1 Name: Gunnersbury Cemetery

2.2 Map Reference: 519300,178800

2.3 Location: Adjacent to Gunnersbury Park, this cemetery is located in the London Borough of Hounslow.

2.4 Size: The site occupies approximately 8.9 hectares of land.

2.5 Age: Approximately 80years.

2.6 Ownership and Management: The site is owned by the Royal Borough of Kensington and Chelsea and managed by its cemeteries service.

2.7 Maintenance: The site is maintained by an external contractor; currently Quadron Services Ltd.

2.8 Significant features and main uses: The Royal Borough owns and manages two cemeteries, Hanwell and Gunnersbury, both located outside of the borough's boundaries. The main office covering both cemeteries is located at Gunnersbury Cemetery. There are toilet facilities and car parking spaces for 45 cars.

The cemetery also contains a chapel which has an induction loop fitted, an electric piano organ as well as a selection of suitable CD music for services. The Chapel used for services of all Christian denominations and some non-Christian faiths can seat up to 80 people and has a music room and toilet facilities.

Gunnersbury Cemetery is also the site of the Katyn Memorial, which is the focus for the local Polish community.

The Garden of Remembrance allows for the interment of cremated remains. A Book of Remembrance for memorial inscriptions is also available and the Royal Borough offers a free inscription with the first interment. Other more elaborate commemorative inscriptions may be purchased via the cemetery office.

The cemetery entrance drive is lined with displays of colourful flower tubs and floral bedding arrangements, including flowering shrubs such as camellias and roses along the side walls.



2.9 Brief History: Gunnersbury Cemetery was opened in 1929.

The total area is some 22 acres and estimated to be able to accommodate approximately 19,750 grave spaces.

Roadways and pathways put in place together with the necessary water pipes buried beneath them created a working cemetery without the need to lay any further water pipes. The roadways give the cemetery a well-structured layout of sections containing upwards of 350 grave spaces on each with every section surrounded by pathways laid of tarmac. The water taps installed at the time of the pathway works ensure that each section is easily watered.

The tree planting at its beginning only now serves to benefit the overall appearance of the cemetery with its “avenues” of flowering cherry (prunus), which create a spectacular show each spring when the blossom is in full bloom.

2.10 Known issues affecting the Park:

2.10.1 Social

Anti-social behaviour is uncommon within the cemetery and there is little need for cemetery management and contractors to call the parks police. Rare incidents of anti-social behaviour include breakages or theft of vases or pots from graves and such incidents are recorded and dealt with by the parks police service.

2.10.2 Ecological:

Gunnersbury Cemetery is a formal cemetery, which is nearing capacity and therefore under pressure to provide burial sites. Nevertheless, there is scope to enhance the biodiversity value of the site by carrying out targeted ecological enhancements.

Currently the cemetery is predominately closely mown amenity grass with planted beds and hard surfaces (Figure 1). The areas shown in dark green in Figure 1 show the areas bordering the site as mixed deciduous woodland.

2.10.3 Funding:

Apart from an annual general budget. Capital money has been allocated for DDA works to resurface the footpaths and improve the public toilets in both cemeteries.

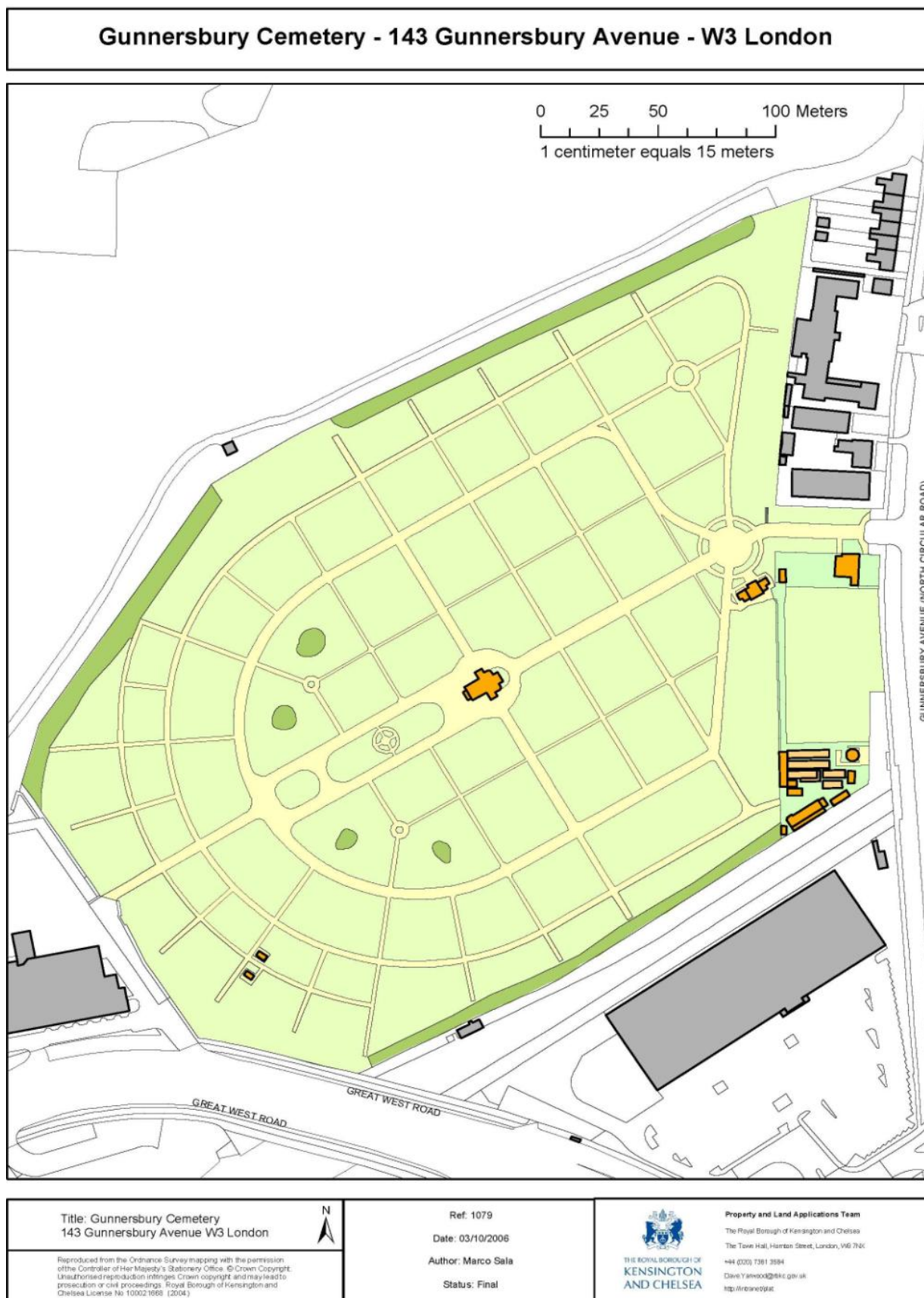


Figure 1: Plan of Gunnersbury Cemetery, dark green areas represent woodland sections.

2.11 The Management Plan:

Although the management plan has principally been written by one person several groups and partners have contributed to its completion.

Various strategies and documents, detailed further on, have heavily influenced the management plan. Colleagues from other departments within the Council have also participated in its conclusion.

The plan has been specifically laid out in order to comply with the Green Flag Award Scheme criteria and in accordance with guidelines set by CABA Space: "A Guide to Producing Park and Green Space Management Plans". The result is a working document accessible to all those involved in managing and maintaining Gunnersbury Cemetery. Although limited paper copies are available, the need to update the plan at least once a year means that it is best kept in an electronic format.

This Management Plan is a public document and can be accessed via the internet. It is reviewed annually ahead of the submission of an application for Green Flag status and this review process offers the opportunity for reflection on success as well changes in direction necessitated by changing circumstances.



3. Wider Policy Context

Outlined below are strategies, policies and reports that have aims and objectives that directly link, or have an impact on the Gunnersbury Cemetery Management Plan 2009-2018. Although direct references may not be made to each and every document, all are relevant; brief overviews of each of the documents' aims and objectives are outlined below.

National Context:

3.1 Green Flag Award Scheme Criteria

The Green Flag Award Scheme was set up in 1996 to recognise and reward the best green spaces in England and Wales. The Gunnersbury Cemetery Management Plan has been written to comply with the Green Flag criteria: A Welcoming Place, Healthy Safe and Secure, Clean and Well Maintained, Sustainability, Conservation and Heritage, Community Involvement, Marketing and Management. In accordance with advice set out by the Green Flag Award Scheme CABE Space, 'A Guide to Producing Park and Green Space Management Plans', has also been referred to in order to produce a Management Plan that is concise and effective.

3.2 Green Spaces, Better Places: The Urban Green Spaces Taskforce. 2002

This report sets out 52 recommendations for both local and national Government to consider in order to 're-vitalise parks and green spaces'. There is a strong emphasis on working in partnership with the local community in order to achieve this. The Urban Green Spaces Taskforce was established in 2001, following the Urban White Paper of 2000, to advise the Government on improving the quality of our urban parks, play areas and green spaces.

The report recognises the importance of the Green Flag Award Scheme and suggests that the Government establishes 'nationally acceptable quality standards for managing and maintaining parks and green spaces' based on the schemes values (CABE Space was subsequently established in 2003 following this report). The Gunnersbury Cemetery Management Plan is influenced by this report and upholds its core values.

3.3 Living Places: Cleaner Safer Greener ODPM 2002

This report sets out the Government's vision for public spaces "everybody's local environment should be cleaner, safer and greener". Section three of this specifically looks at Urban Parks and Green Spaces and responds to the Urban Green Spaces Taskforce: Green Spaces, Better Places. The report describes good parks as "vital" with among others the Green Flag Award Scheme being highlighted as a strategic partner.

The Royal Borough shares the opinion that 'everyone has a right to good parks and green spaces close to his or her home or place of work'. In this report emphasis is placed on the importance of local leadership with regard to improvement of parks and green spaces; the Royal Borough holds local leadership in high regard and it is believed that through the implementation of management plans that this leadership will be evident and improvements in our parks and open spaces will be noticeable.

3.4 Disability Discrimination Act 2005

In accordance with this Act the Gunnersbury Cemetery Management Plan highlights areas in which the Royal Borough is improving various sections of the Cemetery in order to make it more accessible to disabled people.

Regional Context:

3.5 The Mayor of London's: Guide to preparing Open Space Strategies, Best practice guidance of the London Plan 2004

The main influence of this document is to have strategies in place that "identify ways of protecting, creating and enhancing them [parks and open spaces] and improving the quality through better management". The Gunnersbury Cemetery Management Plan will provide better management for the site.

3.6 London Biodiversity Strategy and Partnership

As required by the Greater London Authority Act, the Mayor of London produced a biodiversity strategy for the capital in 2002 that requires the London Boroughs to assist with implementation and encourages them to formulate their own action plans (Mayor of London, 2002). The document details the Mayor's vision for protecting and conserving London's natural open spaces. It seeks to ensure that there is no overall loss of wildlife habitats in London and that more open space is created and made accessible, so that all Londoners are within 1km walking distance of a quality natural space (Mayor of London, 2002).

The London Biodiversity Partnership (LBP) is a partnership of public, private and voluntary sector organisations as well as individuals. It was established in 1996 in response to the UK BAP and has produced London's BAP. The Partnership aims to protect and enhance the capital's habitats and species for future generations to benefit from and enjoy. London's BAP consists of the 28 action plans: 14 habitats and 11 species. As well as its action plan species, London contains a number of nationally rare UK BAP priority species are identified; however, the London's BAP states that:

- All of our habitat action plans are designed to support these species.
- This list is constantly being reviewed and updated.

Planning decisions must consider these species.

The London BAP contains the following targets to improve the condition and increase the extent of a selected number of habitats found in the capital by 2015. These targets were adopted in 2007, have been incorporated into the Further Alterations to the London Plan (FALP), and constitute London's contribution towards the England Biodiversity Targets.

Local Context:

3.7 The RBKC Cemetery Management Strategy 2007

This document sets out the background, history and day-to-day running of the cemeteries. The document also recommends some short and long-term improvements to enhance the primary function of the cemetery as a burial place of peace and tranquillity. The document covers health and safety, rules and regulations, buildings, structure of the cemeteries and also identifies the remaining life span.

3.8 The RBKC. Cabinet Business Plan 2008/09;

The Cabinet Business Plan sets out the Council's plans for the next three years and the budget for the coming year. The Council's main aims have been updated so as to define the Council's contribution to a 'Better City Life', 'Really good services', 'Responding to Residents', '21 Projects for the 21st Century' and 'Renewing the Legacy'. Within it the parks and open spaces are held in high regard.

3.9 The RBKC. Community Strategy 2005-2015 (The Future of Our Community)

The Kensington and Chelsea Partnership (KCP) Steering Group prepared this Strategy for the Royal Borough. The Partnership is an umbrella group that brings together a mix of large and small organisations and partnerships within the borough including the Council, the police, the Primary Care Trust, the business community and the voluntary and community sector. The strategy is organised around eight themes dealing with aspects of life in the Royal Borough: Environment and Transport, Culture Arts and Leisure, Safer Communities, Health and Social Care, Homes and Housing, Community Equality and Inclusively, Learning, Work and Business. Although parks and open space sits mainly in Culture, Arts and Leisure there are of course overlaps with several of the other themes. The Goal for Culture, Arts and Leisure is: "A borough where everyone has the opportunity to enjoy its public parks and open spaces and wide variety of high quality cultural, artistic and leisure activities."

3.10 The RBKC. Community Safety Strategy 2005-2008

This strategy has been prepared by the Community Safety Programme Board (CSPB). The CSPB is part of the KCP, which is responsible for developing and delivering the Community Strategy for the Borough, see above. The vision of the Community Safety Strategy is to make Kensington and Chelsea safer. The vision is laid out in six key points, summarised: (1) encouraging residents to take responsibility for reducing their chances of becoming a victim, (2) maximising opportunities via public and private agencies to design out crime, (3) increasing the likelihood of offenders being caught, (4) confronting antisocial behaviour, the illegal use of drugs and the misuse of alcohol, (5) encouraging parents to take responsibility for their children, and (6) educating children and young people and offering support when offending behaviour becomes apparent. Safety is very important in the Borough's parks, designing out crime is something that the strategy highlights and is a high priority when considering improvements to the park.

3.11The RBKC. Environment Strategy 2006-2011

This strategy supersedes the Environmental policy statements that have gone before it since 1990. It is much more ambitious and challenging as it sets out how the Council will demonstrate leadership in developing sustainable solutions to local, regional and global environmental problems. The Council is aware that is willing to lead by example with its new Environment Strategy. Being the biggest employer in the borough the Council is intending to stretch its own performance in order to encourage others to follow its example. The strategy is split into seven main themes: Sustainable Energy, Waste and Recycling, Transport, Pollution and Environmental Quality, Development and Construction, Procurement and Resource Use, and Ecology and Biodiversity. The Environment Strategy links heavily with Parks and Open Spaces and highlights the need for our parks to gain Green Flag status.

3.12The RBKC. Local Biodiversity Action Plan 2004-2006 (under revision as LBAP 2010/11-2014/15)

The Local Biodiversity Action Plan (LBAP) ensures that the Council continues to make a significant contribution to the protection and improvement of the natural environment working closely with landowners, local organisations and residents of the Borough. The Borough's parks and open spaces need to preserve and enhance natural areas to encourage flora and fauna to flourish. The revised LBAP is in preparation at present. More thought with regard to biodiversity is being incorporated in the Gunnersbury Cemetery Management Plan, as is evident through the following pages.

3.13The RBKC. Communications Standards 2009

New standards have been recently implemented for producing Royal Borough of Kensington and Chelsea material. Guidelines are in place for when using the new borough logo, use of fonts and colours. These will be taken into consideration when designing signage and promotional materials for the cemetery.

3.14The Cleaner Neighbourhoods and Environment act 2005 The RBKC. Fouling of Land by Dogs order 2006

New by-laws came into effect on 29 January 2007. On specified land, including the parks and open spaces, it is an offence to fail to do the following: remove dog faeces, and put and keep a dog on a lead when directed. It is also an offence to take more than two dogs onto specified land. This order is similar to the 1996 order. This will replace the by-law regarding dogs at present and will be printed along with the other by-laws on the back of parks entrance signs as is detailed in the plan.

3.15The RBKC. Grounds Maintenance Contract Specification

The works specification outlines what is expected of the Grounds Maintenance Contractor with regard to maintenance in the Cemeteries in the Borough; the present Contractor is Quadron Services Ltd. They are contracted to provide this service until 2019.

3.16 Parkscape (Draft Document)

This is a policy document that is a direct development of the Royal Borough's Parks Strategy 2006-2011 and is complementary to *Streetscape* the best practice guide produced by the Royal Borough to shape the streets and public realm. Part One introduces the concept of Parkscape and explains the policies and standards adopted by the Council. It goes on to deal with individual elements of Parkscape design and their application in Royal Borough parks and open spaces. Part two contains detailed specifications and standard details this section is loose bound and will be updated as necessary.

4. The Management Plan

This plan highlights existing key issues relating to the main management and maintenance elements of Gunnersbury Cemetery, identifying objectives accordingly. Actions have been laid out in conjunction with the objectives in order to make sure that the objectives are achieved.

The content and structure of the plan has been laid out in order to comply with the Green Flag criteria and 'A Guide to Producing Park and Green Space Management Plans' by CABI Space. The Green Flag criteria are laid along the left hand side of the table with the CABI Space guidelines to 'A Guide to Producing Park and Green Space Management Plans' along the top.

Linking policies and documents are covered in more depth in section 3.

4.1 A Welcoming Place

"Cemeteries are for the living – as well as the dead" and provide a peaceful haven of trees, shrubs, wildlife, and lawn areas with plenty of seating for the bereaved to spend time remembering their loved ones.

The Royal Borough of Kensington & Chelsea Cemetery office at Gunnersbury Cemetery is the main location for all enquiries. The office is open Monday to Friday from 0900 to 1700 hrs.

Funeral bookings mostly come via the Funeral Director; however, some clients come directly to the cemetery or telephone to make a booking. Memorial applications, burial searches, grave maintenance requests, donated bench applications, genealogy requests, purchase of grave spaces "in readiness", cremated remains burial plots are just some of the day to day enquiries that are dealt with.

The Cemetery provides for any denomination, or custom that people come to us with. Although not an obligation upon the Authority, funerals can be normally arranged within twenty-four hours if requested on account of a "spare" grave being kept available.

Bereaved families are always given the opportunity to select the burial space for their loved one, and graves can be for either one, two or three burials. There is a Garden of Remembrance for the exclusive burial of cremated remains. The lease given on a grave is 75 years.

GOOD AND SAFE ACCESS

Background/Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> There is only one entrance in to the cemetery and this also serves as the vehicle access to the site. The entrance is suitable for disabled access. A new car park and public lavatories were opened to the public in 2006. 	<ul style="list-style-type: none"> Disability Discrimination Act 2005. The RBKC. Community Strategy 2005-2015. 	<ul style="list-style-type: none"> The entrances are currently in good condition but this will need to be monitored so that they do not get in to a state of disrepair. The new facilities are currently in good condition but, like the entrances , should be monitored so that they do not get into a state of disrepair. 	<ul style="list-style-type: none"> Cemeteries Staff to monitor the condition of the entrance and report any problems to the cemeteries manager. Cemeteries Staff to monitor the condition of the entrance and report any problems to the cemeteries manager.

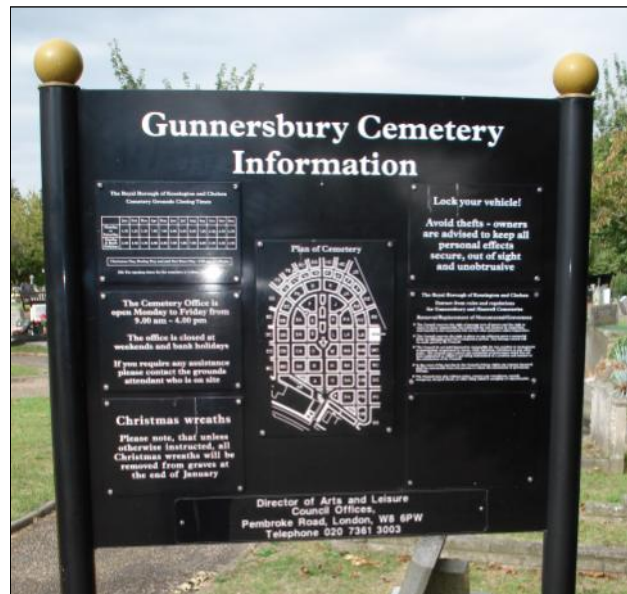
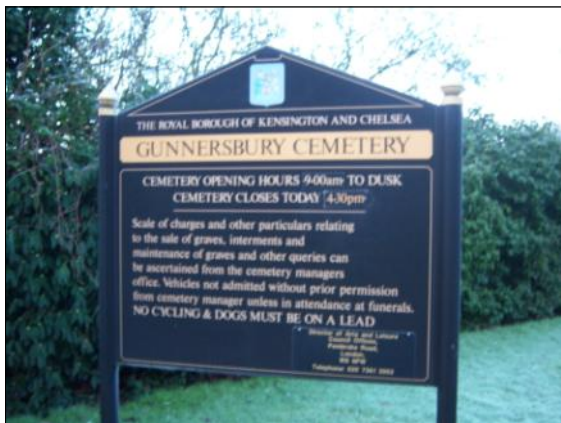


SIGNAGE

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> Existing signage is in need of updating. Interpretation of the history of the site could improve local ownership and identification with the site. 	<ul style="list-style-type: none"> The RBKC. Corporate Identity Standards Parkscape The RBKC. Community Strategy 2005-2015. 	<ul style="list-style-type: none"> To update all entrance signage in the parks with good quality easy to read signs covered with anti-graffiti film, in order to create a welcoming entrance to the park. The parks By-laws will be printed on the reverse of the signs. To consider developing best-practice guidance in relation to signage as an extension of the Council's Streetscape manual 'Parkscape'. To utilise and regularly update notice-boards to provide information about ongoing improvements in the park and events in the park. 	<ul style="list-style-type: none"> Any new signs will have by-laws printed clearly on the reverse side stating acceptable behaviour in the parks. This will limit the need for excess signs in the park. The Parks Team has been working with the Highways Team responsible for the 'Streetscape' manual to compile a similar code of practice for the parks and open spaces. The 'Parkscape' manual addresses among other issues signage, buildings and pathways. The Park's team will assemble the relevant information and ensure that it is displayed and updated as necessary. A notice board will be updated weekly during the improvement works to inform park users about what we are doing and the timescales involved.

SIGNAGE (continued)

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> There is no notice-board on site that holds information about the park. More effort needs to be made to ensure that the information is kept current to enable visitors to the park to be fully informed of events in the park. 			<ul style="list-style-type: none"> The Grounds Maintenance Contracts Manager and Park supervisory staff will ensure that this is being done with monthly checks.



EQUAL ACCESS TO ALL

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> • There is only one entrance in to the cemetery and this also serves as the vehicle access to the site. The entrance is suitable for disabled access. • The whole of the site is open to the public with the exception of a works yard for the grounds maintenance staff. 	<ul style="list-style-type: none"> • Disability Discrimination Act 2005. • The RBKC Cemeteries Strategy. • The RBKC. Community Strategy 2005-2015. • The RBKC. Community Safety Strategy 2005-2008. 	<ul style="list-style-type: none"> • To improve the cemetery so that everyone's needs are fully met. 	<ul style="list-style-type: none"> • Resurfacing of the footpaths is to take place as part of a DDA improvements programme.

4.2 Healthy, Safe and Secure

The Cemetery is managed to provide a healthy, safe and secure atmosphere and environment for all those who visit the Cemetery and for those who work in it.

Safety of Memorials

A Safety of Memorials programme began in December 2006 carried out by an outside contractor. The Manager of the Cemetery closely monitored the regime and style of the inspections and the first round of testing was complete by July 2007. Any memorials that failed the testing were staked and banded and the owners or representatives of those graves were written to and encouraged to have the memorial repaired. Although general practice is for a five-year rolling inspection programme, the recently adopted annual inspection programme allows the Cemetery Manager to address safety issues as soon as they are detected. This goes hand in hand with monitoring of the stonemasons who work in the cemetery. These stonemasons are required to work to the nationally recognised NAMM standard of workmanship.

Training and Staff Welfare

The cemetery staff are encouraged to develop their career with training and attendance of branch meetings of the ICCM which is the only recognised country wide authority on all matters relating to the Cemetery and Crematorium Service industry.

Quadron Services Ltd is also committed to encourage their staff on all relevant training schemes to give them the skills to carry out an ever-improving service to the Council.

Exhumations

From time to time people from abroad make requests for the remains of friends or family buried in Gunnersbury Cemetery to be exhumed and taken back to their native home. In order to protect the health of the grave workers and surrounding population, Hounslow Environmental Health Service must be notified of such cases and agreement sought on the health precautions to be taken as well as following strict procedures. There are two or three such requests a year.



SAFE EQUIPMENT AND FACILITIES

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> There is an annual programme of inspection for memorials by an outside contractor. There are toilet facilities on site and these are inspected on a daily basis by grounds maintenance staff as part of the contract. Any damage and defects are reported to the councils maintenance section for repairs. 	<ul style="list-style-type: none"> The RBKC Cemeteries Strategy. The RBKC. Grounds Maintenance Contract Specification. Service Level Agreement with maintenance team. 	<ul style="list-style-type: none"> To maintain a high level of memorial inspection, and ensure that repairs are handled quickly and efficiently. To maintain a high level of facility inspection, and ensure that repairs are handled quickly and efficiently. 	<ul style="list-style-type: none"> To continue with the annual inspection of memorials allowing the Cemetery Manager to address safety issues as soon as they are detected Contract /Cemetery staff to continue to report any repairs. The Cemetery manager will then address any health and safety issues as soon as they are detected and prioritise other repair works.



PERSONAL SECURITY

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> •The cemetery is monitored by the Parks Police who visit the site regularly. They provide comfort for the public. In case of emergency Parks Police numbers are displayed on boards near the entrances to the park. •There is always a park keeper on site which adds to a feeling of safety in the park. •The current Grounds Maintenance Contractor, Quadron Services Ltd., has an active health and safety policy statement. All employees are provided with information, instruction, training and supervision so that they are able to carry out their duties and responsibilities in a safe manner. •The Contractor has produced risk assessments to ensure safe working practice for all works carried out in the park. 	<ul style="list-style-type: none"> • The RBKC. Community Safety Strategy 2005-2008. •A full set of Risk Assessments are held in the Parks Office at Holland Park along with the Contractors Health and Safety Policy. 	<ul style="list-style-type: none"> • To ensure that all who visit the park feel safe and secure at all times. • To maintain the park in a safe and secure condition. 	<ul style="list-style-type: none"> • To ensure that when incidents occur in the park a quick response is made by Parks Police in order to deal with the problem. • Parks Police to continue to have regular meetings with the Enforcement department and the Metropolitan Police on the state of the parks. • All those working in the park are to work in accordance with health and safety policies.

DOG FOULING, FIGHTING AND DAMAGE TO TREES

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> No dogs are allowed in the cemetery. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Act swiftly when owners bring their dogs on to the site and penalise owners who allow dogs to foul within the cemetery. 	<ul style="list-style-type: none"> New Dog Control Orders came into effect on 29th January 2007 – replacing previous bye-laws. Dog handlers can be penalised if they: do not remove dog faeces, do not place their dog on a lead when requested or do not leave the park if requested.

APPROPRIATE PROVISION OF FACILITIES

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> A new car park and public lavatories were opened to the public in 2006. These are cleaned and inspected daily by the grounds maintenance staff in accordance with the contract specification. 	<ul style="list-style-type: none"> RBKC GM contract specification. 	<ul style="list-style-type: none"> The new facilities are currently in good condition but, like the entrances, should be monitored so that they do not get into a state of disrepair. 	<ul style="list-style-type: none"> As noted before the cemeteries staff will continue to inspect the toilets on a regular basis to check up on any reported damage or defects in more detail.

QUALITY OF FACILITIES

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> All facilities in the cemetery are maintained to a safe standard with daily monitoring as stated previously. 	<ul style="list-style-type: none"> The RBKC. Grounds Maintenance Contract Specification 	<ul style="list-style-type: none"> To continue to provide safe facilities for all park users to enjoy. 	<ul style="list-style-type: none"> Through regular monitoring by Parks/contractor staff the park should be kept safe and secure.

4.3 Clean and Well Maintained

The Cemetery is managed to provide a clean and well-maintained litter-free environment. Any graffiti or vandalism is always dealt with quickly and efficiently.

Commonwealth War Graves

Within the Cemetery there is a plot of war graves surrounded by a buxus hedge which is neatly clipped. The Commonwealth War Graves Commission administers the maintenance of all war grave headstones. The cemetery staff is responsible for the maintenance of the small area that contains these graves.

LITTER AND WASTE MANAGEMENT

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> In accordance with the specification all litterbins are emptied by 10am daily. 	<p>The RBKC. Grounds Maintenance Contract Specification.</p>	<ul style="list-style-type: none"> To keep the cemetery clean and presentable all year round. 	<ul style="list-style-type: none"> The Park Keepers and Grounds maintenance Contracts Manager are to continue with their regular checks and continuous monitoring that the site is kept clean.

GROUNDS MAINTENANCE AND HORTICULTURE

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> The cemetery is maintained to a very high standard. A strict Grounds Maintenance Contract Specification must be adhered to. Existing and new planting schemes are continually being re- worked in partnership with client council officers and site based contractor management team with consideration to horticultural improvement and climate change. 	<ul style="list-style-type: none"> The RBKC. Grounds Maintenance Contract Specification. 	<ul style="list-style-type: none"> The cemetery landscape should be maintained in such a way that it is accessible to all but also displays horticultural / arboricultural excellence, with an appropriate breadth of indigenous and limited exotic plants used in the planting. 	<ul style="list-style-type: none"> Client Council officers and contractor staff should continue to work together on improving the planting schemes.

BUILDING AND INFRASTRUCTURE MAINTENANCE

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> As with equipment and facilities within the cemetery, buildings and infrastructure are also checked daily for any repairs that may be needed. Any repairs needed are logged on to the workbook by contract/cemetery staff and repairs are then carried out. If graffiti is found on any of the buildings within the cemetery it is removed as quickly as possible. 	<ul style="list-style-type: none"> The RBKC. Grounds Maintenance Contract Specification. 	<ul style="list-style-type: none"> To ensure that all buildings and infrastructure within the cemetery are clean and well maintained, and that there is a quick response time to repairs needed. To continue to provide quick and efficient removal of graffiti. 	<ul style="list-style-type: none"> Contract /Cemetery staff to continue to report any repairs to the Cemeteries Manager who then prioritises the repairs and finally the General Services team carry out the repairs. Cemetery contractor staff are equipped to deal with most graffiti and should continue to wash it off if they are able. For graffiti that is either engrained on wood or a tarmac surface a sub-contractor "Graffiti solutions" should be contacted through the Cemeteries Manager.



EQUIPMENT MAINTENANCE

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> • In accordance with the contractor's Health and Safety policy all staff are appropriately trained with the equipment they use. The equipment is regularly serviced and when not being used is stored away in the contractor's yard. 	<ul style="list-style-type: none"> • The RBKC. Grounds Maintenance Contract Specification. 	<ul style="list-style-type: none"> • To ensure that all equipment in the park is maintained to a high standard. 	<ul style="list-style-type: none"> • Contractor and Parks staff are to continue to monitor equipment to make sure that it is safe to use and must be fully aware of the health and safety conditions in which to use the equipment.

4.4 Sustainability

The Cemetery is managed to maintain sustainable development through the recycling of green waste and careful consideration of bedding plants.

Composting and Mulching

Included in the Grounds Maintenance Contract as part of the on-going programme of sustainability, all leaves that fall from within the cemetery are recycled in the composting area and used around the cemetery grounds at the base of the shrubbery to help with the retention of moisture and cut down on watering.

ENVIRONMENTAL SUSTAINABILITY

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> The Royal Borough is committed to managing all of its parks, open spaces and cemeteries in an environmentally sustainable manner. However, improvements can and are always being made. 	<ul style="list-style-type: none"> The RBKC. Environment Strategy 2006-2011. The RBKC. Ten-year Parks Strategy 2006-2015 The RBKC. Local Biodiversity Action Plan 2004-2006 London Biodiversity Action Plan 2007-2015 	<ul style="list-style-type: none"> To ensure that the Park is managed to protect and enhance biodiversity and to improve sustainable practices. 	<ul style="list-style-type: none"> By closely following the Environment Strategy 2006-2011 and following guidelines set out below.

PESTICIDES

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> The use of pesticides and chemicals in the cemetery is kept to a minimum in the park. 	<ul style="list-style-type: none"> The RBKC. Ten-year Parks Strategy 2006-2015 The Environment Strategy 2006-2011. 	<ul style="list-style-type: none"> To use little or no pesticides and use organic alternatives if appropriate. 	<ul style="list-style-type: none"> For the Grounds Maintenance Contract Manager to continue to research organic alternatives to chemicals and pesticides.

PEAT USE

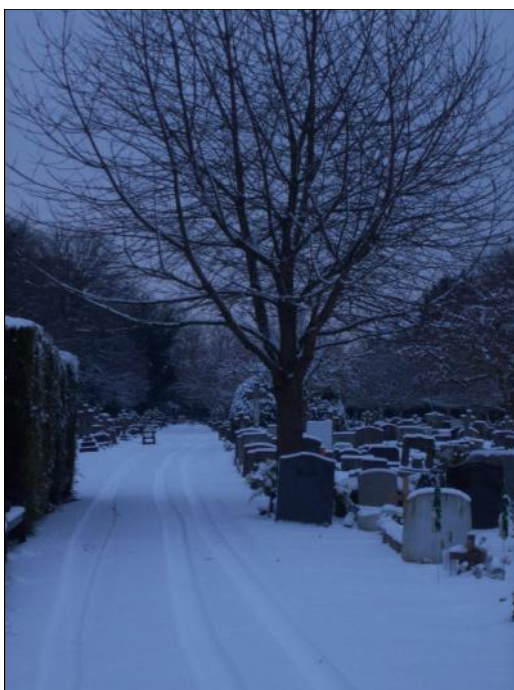
Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> No peat from unsustainable sources is used in the cemetery and the use of that product is only very selectively used. Recycled mushroom compost is used in the spring to aid water retention. It is not used in the winter, as it is too rich for the bulbs. 	<ul style="list-style-type: none"> The RBKC. Ten-year Parks Strategy 2006-2015 The RBKC. Environment Strategy 2006-2011. 	<ul style="list-style-type: none"> To keep Gunnersbury Cemetery, along with all the Borough's Parks as peat free as possible. 	<ul style="list-style-type: none"> To maintain our policy of aiming to use as little peat as possible in this park and other parks within the Royal Borough and to continue with the use of Mushroom compost or similar recycled products in the spring.

WASTE MINIMISATION

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> All green waste in the cemeteries is either recycled on site. Once mulched down it is then redistributed around the site. 	<ul style="list-style-type: none"> The RBKC. Environment Strategy 2006-2011 	<ul style="list-style-type: none"> To continue to recycle 100 per cent of green waste in the park. 	<ul style="list-style-type: none"> To continue to recycle leaves and green waste and re-use for mulch. To consider ways of reducing our Carbon Footprint.

ARBORICULTURE AND WOODLAND MANAGEMENT

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> The limited area of woodland in the cemetery is constantly monitored and managed by the appropriate Council officers and contractors. Any major works are carried out only under the direction of the Grounds Maintenance Contracts manager. 	<ul style="list-style-type: none"> The RBKC. Grounds Maintenance Contract Specification. 	<ul style="list-style-type: none"> A healthy tree population throughout the site and a formal inspection regime for all the trees throughout the park every three years. 	<ul style="list-style-type: none"> The Grounds Maintenance Contract Manager to include this site in the scheduled inspections time-table. To include the site in the annual works programme for trees in cemetery. To sensitively manage the woodland area in the north of the site. To amend the Grounds Maintenance specification to reflect specific needs of the woodland and bramble populations.



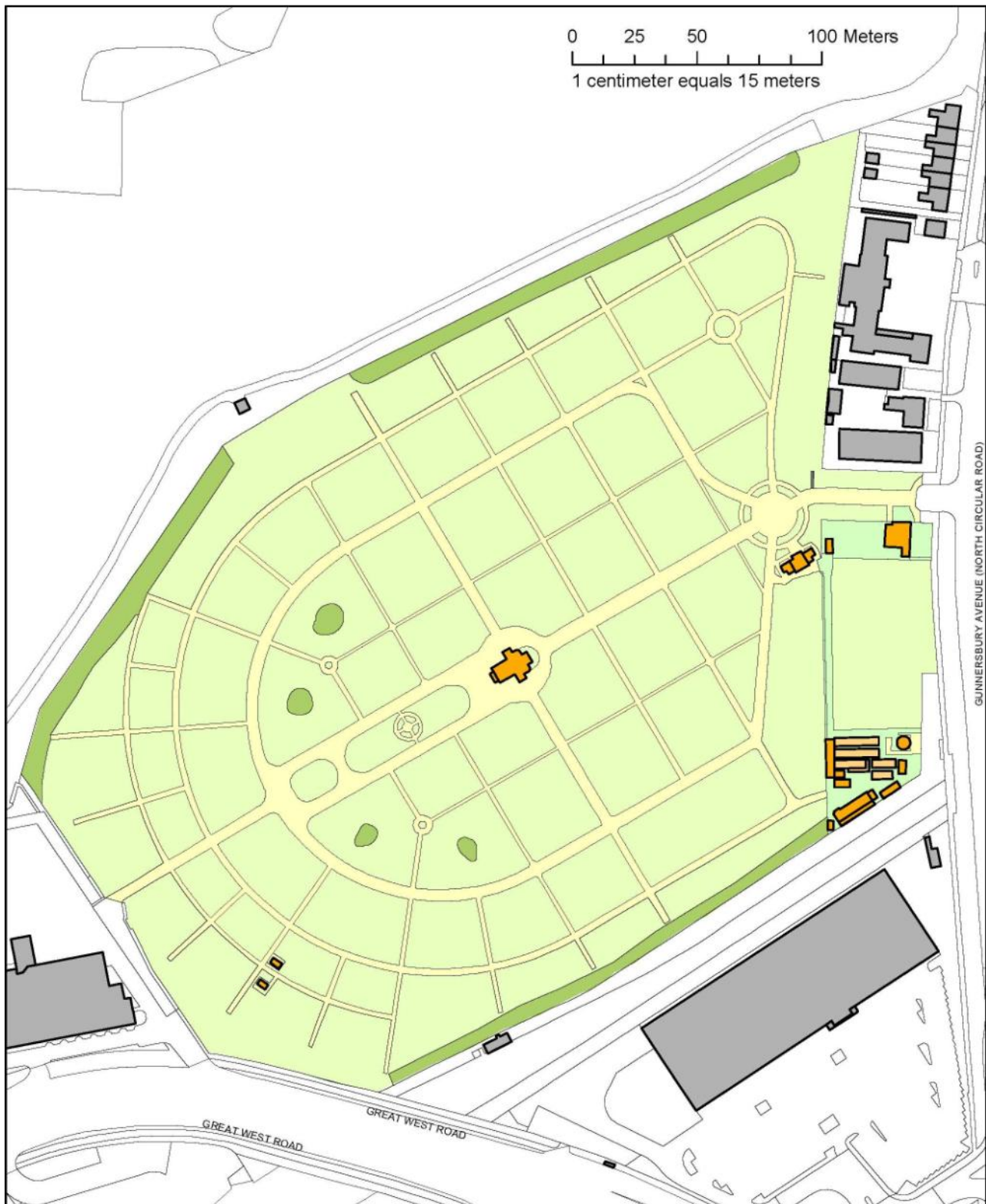
4.5 Conservation and Heritage

Gunnersbury Cemetery is a formal cemetery which is nearing capacity and therefore under pressure to provide burial sites. Nevertheless there is scope to enhance the biodiversity value of the site by carrying out targeted ecological enhancements.

Currently the cemetery is predominately closely mown amenity grass with planted beds and hard surfaces (Figure 1). The areas shown in dark green in Figure 1 show the areas bordering the site as mixed deciduous woodland.

Biodiversity is a term which simply means 'the variety of life'. In order to ensure increase the biodiversity value of the cemetery, we need to provide a whole range of habitats and microhabitats. This is done by encouraging high plant diversity, adjusting the mowing grass regime and managing the woodland edges, provide a variety of microhabitats and retaining 'waste' products such as dead wood on site. This is summarised in Figure 2.

Gunnersbury Cemetery - 143 Gunnersbury Avenue - W3 London



Title: Gunnersbury Cemetery
143 Gunnersbury Avenue W3 London



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Ref: 1079

Date: 03/10/2006

Author: Marco Sala

Status: Final

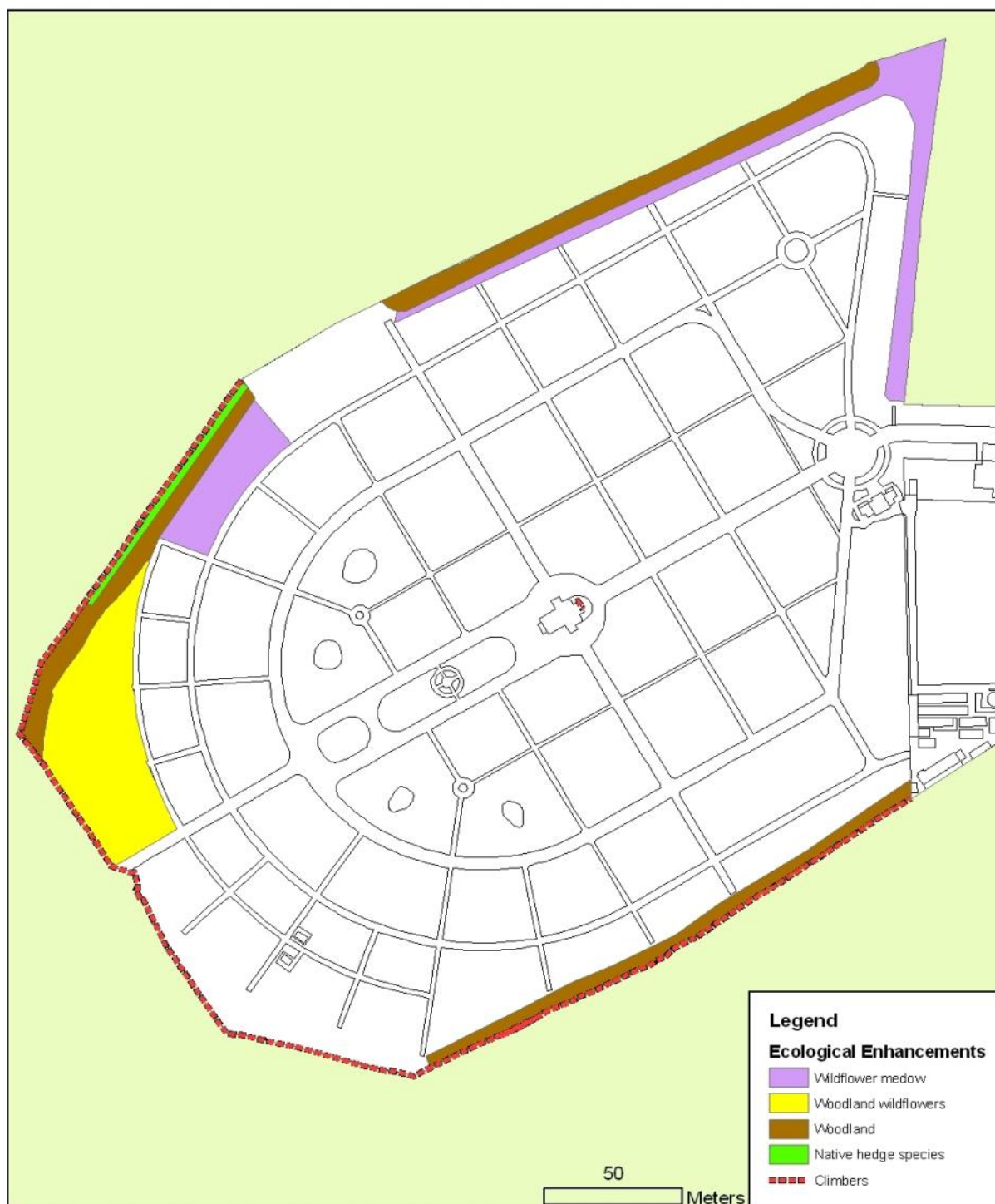


THE ROYAL BOROUGH OF
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Figure 1: Plan of Gunnersbury Cemetery, dark green areas represent woodland sections.

Gunnersbury Cemetery - Ecological Enhancements



Gunnersbury Cemetery - Ecological Enhancements

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The Royal Borough of Kensington and Chelsea
100021698 (2010)



Ref: GC - Ecology
Date: 08/01/2010
Author: S. Laing
Status: Draft

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Figure 2: Plan of Gunnersbury Cemetery, indicating areas of ecological enhancement.

Woodland Wildflowers

The areas in heavy shade should be planted with the following species:

Common name

Scientific Name

Wildflower

Garlic mustard
Wild Garlic
Betony
Nettle leaved bellflower
Wild foxglove
Bluebell
Meadowsweet
Hedge bedstraw
Herb robert
Wood avens
Hairy St john's wort
Wood forget me not
Wild primrose
Self heal
Red campion
Hedge woundwort
Greater stitchwort
Wood sage
Upright hedge parsley

Alliaria petiolata
Allium ursinum
Stachys officinalis
Campanula trachelium
digitalis purpurea
Hyacinthoides non-scripta
Filipendula ulmaria
Galium mollugo
Geranium robertianum
Geum urbanum
Hypericum hirsutum
Myosotis sylvatica
Primula vulgaris
Prunella vulgaris
Silene dioica
Stachys sylvatica
Stellaria holostea
Teucrium scorodonia
Torilis japonica

Grasses

Highland bent
Sweet vernal grass
Crested dogtail
Tussock grass
Sheep's fescue
Red fescue
Slender red fescue
Wood millet
Wood meadow grass
Smooth stalked meadow grass

Agrostis castellana
Anthoxanthum odoratum
Cynosurus cristatus
Deschampsia caespitosa
Festuca ovina
Festuca rubra
Festuca rubra ssp. Pruinosa
Milium effusum
Poa nemoralis
Poa pratensis

Wildflower meadow

Wildflower meadow area should be planted with the following species which are suited to clay soils:

Common name

Wildflower

Betony
Birdsfoot Trefoil
Corn Poppy
Cowslip
Lady's Bedstraw
Lesser Knapweed
Meadow Buttercup
Musk Mallow
Ox-Eye-Daisy
Ragged robin
Ribwort Plantain
Self Heal
Sorrel
White campion
Wild Carrot
Yarrow
Yellow Rattle

Scientific Name

Stachys officinalis
Lotus corniculatus
Papaver rhoeas
Primula veris
Galium verum
Centaurea Nigra
Ranunculus acris
Malva moschata
Leucanthemum vulg
Lychnis flos cuculi
Plantago Lanerceol.
Prunella Vulgaris
Rumex acetosa
Silene alba
Daucus carota
Achillea Millefolium
Rhinanthus Minor

Grasses

Browntop Bent
Crested dogtail
Sheep's fescue
Chewings Fescue
Slender red fescue

Agrostis vinealis
Cynosurus cristatus
Festuca ovina
Festuca nigrescens
Festuca rubra ssp. Pruinosa

Wildflower enhancements

Over-seeding

Scattering wildflower seed over the grassy areas will not be successful. Gaps in the grass will need to be made to allow the flowers to establish. The best way to do this is to remove whole squares of turf and topsoil (30cm x 30cm) and seed with one or two carefully chosen types of wildflower in the autumn.

Planting wildflower plugs

Wildflowers can be introduced into grassy areas as pot grown plants or plugs. Local stock can often be bought from nurseries or grown from seed. Plant them in groups into the turf. Plant in autumn to allow the roots to become established before competition from other plants builds up in the spring. To help reduce this, spread a mulch around your new plantings or replace the turf upside down.

Meadow Turf

An alternative to enhancing the existing grassland would be to lay wildflower meadow turf. This has the advantage of providing instant cover.

Cutting regime

If you are going to cut your meadow, it is best done twice a year at the following times:

- Once in early spring (late March to early April)
- Once in autumn (late August to September)

The arisings must be removed. This will make sure that the wildflowers can grow. It will also prevent thistles, docks, brambles and scrub from taking over. Arisings should be left for 2 days before removing to allow for invertebrates to escape and for any seed to fall.

The spring cut knocks back thistles and vigorous grasses that may have taken hold over the winter. The autumn cut gives the meadow plants the best chance to flower and set seed. However, traditional hay meadows can be cut in late July.

Cutting is flexible, allowing a great deal of control over the timing, area and height of the cut. However, cutting a whole meadow in one go can take away all the food needed by insects, therefore leave some areas uncut for them.

Cutting of the wildflower meadows can be carried out with hand sythes, power strimmers or mowers.

Woodland

Ensure brambles are controlled, and buddleia and rhodendrum are removed. Replant trees as necessary using the following British native tree species.

Common name	Scientific Name
Field Maple	<i>Acer campestre</i>
Alder	<i>Alnus glutinosa</i>
Silver Birch	<i>Betula pendula</i>
Downy Birch	<i>Betula pubescens</i>
Hornbeam	<i>Carpinus betulus</i>
Hawthorn	<i>Crataegus laevigata</i>
Midland Hawthorn	<i>Crataegus oxyacantha</i>
Beech	<i>Fagus sylvatica</i>
Ash	<i>Fraxinus excelsior</i>
Scots pine	<i>Pinus sylvestris</i>
Black-poplar agg.	<i>Populus nigra</i> agg.
Aspen	<i>Populus tremula</i>
Wild Cherry	<i>Prunus avium</i>
Sessile Oak	<i>Quercus petraea</i>
Pedunculate Oak	<i>Quercus robur</i>
White Willow	<i>Salix alba</i>
Goat	<i>Salix caprea</i>
Grey Willow	<i>Salix cinerea</i>
Crack-willow	<i>Salix fragilis</i>
Common Whitebeam	<i>Sorbus aria</i>
Rowan	<i>Sorbus aucuparia</i>
Wild Service-tree	<i>Sorbus torminalis</i>
Wych Elm	<i>Ulmus glabra</i>

It is recommended that the edge of the woodland be enhanced by planting a selection of the hedge species below. The goal of this is to vary the height structure of the edge of the woodland which provide a more natural woodland edge..

Wildlife Hedge

Hedges are important features for many reasons, providing food and cover for a range of species and acting as corridors which wildlife will use them to travel along to reach other habitats. They have landscape and historical value and are distinctive features of the English, countryside.

A native mixed species hedge should be planted along the boundary wall linking the dog wood to woodland.

Plant between October and March, ideally before the end of December.

Recommended Hedge Species (Key shade tolerant species in green)

Common name	Scientific Name	Comments
Hornbeam	<i>Carpinus betulus</i>	Hardy native plant similar to Green Beech with mid-green leaves, suitable for heavy wet soils, and frost pockets. Green catkins from late spring to autumn, turning to clusters of winged fruit in autumn providing food for wildlife. Shade tolerant
Holly	<i>Ilex aquifolium</i>	Shade tolerant evergreen shrub or small tree with characteristic red berries in winter.
Beech	<i>Fagus Sylvatica</i>	Forms thick shelter when used in hedges : widespread use in Scotland for hedging, since leaves are retained until new growth starts in late Spring; good food source for small mammals when mature
Privet	<i>Ligustrum vulgare</i>	Dense hedge plant which retains foliage all year round, except in harsh winters, making it an excellent refuge for wildlife. White flowers produced in July are attractive to insects. Black berries make it an extremely valuable food source for foraging birds. Do not use the domestic variety .L ovalifolium
Blackthorn	<i>Prunus spinosa</i>	Important for Butterflies; good nesting thicket. flowers very early in the year, and good source of nectar and insects for birds in spring
Field Maple	<i>Acer campestre</i>	Good shelter plant
Dog wood	<i>Cornus sanguinea</i>	The berries are enjoyed by and attract wildlife.
Hazel	<i>Corylus avellana</i>	Slow growing, but valuable in wildlife hedge. It supports large variety of insects, produces nuts in August-September
Hawthorn	<i>Crataegus laevigata</i>	Forms the basis for many hedges : tough, fast growing, good source of food for birds and insects. Mammals; birds for berries; many insects; wood mouse eats fruit; good protection for nesting birds. Hawthorn flowers and fruits on old growth, so trimming should to be carried out very carefully, preferably only on alternate years.
Spindle	<i>Euonymus europaeus</i>	Good host for bean aphid; Fruit poisonous to mammals
Dogrose	<i>Rosa canina</i>	Important for Birds on fruit; insects on flowers
Viburnum	<i>Viburnum opulus</i> Guelder Rose	Produces large, white flowers and red fleshy fruit which attract a variety of animals Important for Birds; wood mouse attracted by fruit; insects on flowers
Birch	<i>Betula pubescens</i> and <i>Betula pendula</i>	flower early, and nectar and pollen attract insects
Crab apple	<i>Malus sylvestris</i>	Birds favour seed
Elder	<i>Sambucus nigra</i>	Exceptionally important ecologically. It supports over ninety different species and produces a crop of fruit in late summer, important for numerous species of birds and small mammals Best grown as a small hedgerow tree and not trimmed: excellent food source for insects.
Wych Elm	<i>Ulmus glabra</i>	Birds on fruit; insects on flowers; poor hedgerow tree for stock checking; capable of growing almost anywhere; very valuable in the informal wildlife hedge
Field Rose	<i>Rosa arvensis</i>	Insects - white hairstreak, comma and large tortoiseshell butterflies; nest sites for birds
		Low growing, clump forming shrub, which provides excellent food for birds.

Wild Cherry	<i>Prunus avium</i>	Important for Fruits for birds; Fruits and seeds for small mammals
Honeysuckle	<i>Lonicera periclymenum</i>	Important for Bees and other insects
Pedunculate & Sessile Oak	<i>Quercus robur</i> and <i>Quercus petraea</i>	Probably the most important tree, capable of supporting staggering amount of wildlife; insects, birds, mammals, lichens
Rowan	<i>Sorbus aucuparia</i>	Insect fauna, fruit for birds
Sweet Briar	<i>Rosa rubiginosa</i>	Its leaves and blooms form an important habitat for numerous species of butterfly. It also produces hips, which are consumed by birds.
Sweet chestnut	<i>Castanea sativa</i>	Good source of food for small mammals
Viburnum	<i>Viburnum lantana</i> Wayfaring Tree	Produces white flowers in May, followed by red berries in September. It attracts wildlife all year round-important for birds; wood mouse attracted by fruit; insects on flowers
Wild service tree	<i>Sorbus torminalis</i>	Attractive rare native deciduous tree, with maple-like leaves which turn from green to yellow then orange and finally purple-red in autumn. Rounded heads of small white flowers May to June followed by clusters of speckled brown fruit which ripens in September
Wild pear	<i>Pyrus pyraeaster</i>	Good source of food for birds and small mammals

Hedges are important features for many reasons, providing food and cover for a range of species and acting as corridors which wildlife will use them to travel along to reach other habitats. They have landscape and historical value and are distinctive features of the English countryside. A native mixed species wildlife hedge should be planted along the boundaries, where appropriate. Native species that provide a variety of different structures for habitats and food sources such as nectar and berries should be used. Understorey plants at the base of the hedge should also be established as these provide cover and food for ground dwelling or ground foraging animals.

The most prevalent form of mismanagement is flailing or cutting too frequently. Hedges which are cut or flailed to the same width and height on an annual basis rarely flower or fruit (depriving animal species of a food supply) and become too dense and compact to provide suitable nesting habitat for many birds. Conversely, a hedgerow that has not been managed (cut, coppiced or laid) for many years eventually loses the essential characteristics of a hedgerow and becomes a line of trees. This habitat is usually considerably less valuable to wildlife. Therefore, the hedge should be laid and managed accordingly.

Hedge Planting

- *Prepare a raised surface for the new hedge line by ploughing two ridges together.*
 - *Ensure the ground is free of grass before planting.*
 - *On poor ground, incorporating well-rotted manure will help establishment.*
 - *Plant between October and March, ideally before January while the soil is still warm and there is more moisture available.*
 - *Plant 4-6 plants per metre in staggered double rows.*
 - *Ideally use two-year-old plants.*
- Ensure that the roots do not dry out during transfer.*

Hedge Management

The most prevalent form of mismanagement is flailing or cutting too frequently. Hedges which are cut or flailed to the same width and height on an annual basis rarely flower or fruit (depriving animal species of a food supply) and become too dense and compact to provide suitable nesting habitat for many birds. Conversely, a hedgerow that has not been managed (cut, coppiced or laid) for many years eventually loses the essential characteristics of a hedgerow and becomes a line of trees. This habitat is usually considerably less valuable to wildlife.

Hedgelaying involves cutting nearly all the way through the base of the stems and laying them over at an angle of about 30 degrees. The cut stems (pleachers), are laid parallel to each other. Typically, hedges are staked vertically and bound horizontally for strength and to achieve the thickest possible hedge. Stumps are cut as cleanly as possible; this is where regrowth is required. Eventually a new hedge will grow from the established root system. Meanwhile, the laid pleachers act as a stock barrier and protect the regrowth from browsing.

Hedge management

- The hedge should be allowed to grow to a height of 2.4 – 3.6m in height before laying (a laid hedge will be at least half the height).
- Hedge laying should be carried out by suitably trained individuals.
- The hedge should be trimmed (pruned) every 2-3 years.
- Cutting of hedge base vegetation, particularly in autumn, should be avoided where possible.

Laying should be carried out every 10-15 years.

Climbers

Consideration be given to the establishment of climbers along boundaries and buildings within the cemetery grounds. Preference should be given to fragrant high nectar species as a food source for invertebrates, with a preference for (but not restricted to) native species.

Common name

Honeysuckle

Hop

Ivy

Traveller's-joy

Scientific Name

Lonicera periclymenum

Humulus lupulus

Hedera helix

Clematis vitalba

Deadwood

Deadwood should remain on site, preferably as logs which are left to decay in the woodland strips or amongst the hedges along the boundary wall.

Fauna

- Twenty bird boxes of varying types and sizes should be erected around the park in suitable locations. Protector plates should be fitted to all entrance and exit holes.
- Maintain two bird feeding stations within the cemetery throughout the year.

Biological records

Biological records (e.g. birds, butterflies, mammals, plants etc) sighted within the cemetery grounds should be recorded and forwarded to Ecology Service to be registered with the local biological records centre GiGL (greenspace information for greater London).

CONSERVATION OF BUILDINGS AND STRUCTURES

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> There are no buildings of significant heritage in the park. The current buildings need to be considered for updating. 			

4.6 Community Involvement

Links with Community

Three main community projects help all concerned to see improvements by way of this two-way communication with the Council. Firstly and historically, each year cemetery staff cater for two services held on Sundays in April and November to remember the victims of the Katyn Massacre and commemorate the installation of the Katyn Memorial into Gunnersbury Cemetery. Close liaison between the Polish War Graves Association and Council Officers ensures an increasingly well attended Anniversary Day in April and Remembrance Day in November. Secondly, the international School, adjacent to the cemetery, often use the facilities for students to study the wildlife such as algae formation on old memorials. Thirdly, a recently new initiative is the meeting of a "Friends Group" every few months. This is an informal meeting involving a walk around the cemetery to discuss any issues and ideas regarding the welfare and improvement of the cemetery.



COMMUNITY INVOLVEMENT IN MANAGEMENT AND DEVELOPMENT INCLUDING OUTREACH WORK

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> Whilst there is no formal 'Friends of' group for this site, representative members of the public meet on an ad hoc basis with the Cemeteries Manager 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Continue to meet with community representatives and encourage active community involvement.

4.7 Marketing

The cemetery is marketed through a variety of leaflets and on the internet to publicise it as a local service. Due to the purpose and location of the site being within the London Borough of Hounslow, the majority of usage and burials come from members of the public living outside of the borough.

The cemeteries service provides the following services:

- Burials
- Donated benches
- Burial of ashes in the Garden of Remembrance
- A book of Remembrance held in the chapel
- Chapel services
- Genealogy searches
- Memorials on purchased graves

A copy of the fees and charges can be found on the cemeteries pages of the website.



APPROPRIATE PUBLICITY

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> Information on the Cemeteries Service is provided via the borough website. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Information that is up to date and delivered in an appropriate way . 	<ul style="list-style-type: none"> Continue to make sure that information is kept up to date on the RBKC website.

PROVISION OF APPROPRIATE INFORMATION

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> Information is provided about any improvement works to the site and a map of the different burial plots in on display at the entrance to the cemetery. 		<ul style="list-style-type: none"> To ensure that park users are kept updated with regards to improvements in the park. 	<ul style="list-style-type: none"> Contractor/Parks staff will make sure that the notice board is updated with regard to improvements in the park.

EDUCATIONAL MATERIALS

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> There is no educational information displayed in the park, provision for learning is provided by the Ecology Centre in Holland Park. 		To look for appropriate methods and locations for educational and general information about the Park.	<ul style="list-style-type: none"> Information boards, improved web access and web pages, publications etc.

4.8 Management

The Cemetery is managed in accordance with the guidelines set out above. As stated previously this is the first management plan of its kind for Gunnersbury Cemetery and the belief is that the Cemetery will benefit from having it in place.

Management Structure:

The Council's Grounds Maintenance Contract Manager, based in Holland Park, is responsible for the running of the Council's parks through the grounds maintenance contract and reports directly to the Leisure Services Manager (Parks). The Council's Contract Manager is supported by the Contract Manager supplied by the Grounds Maintenance Contractors. Together they are responsible for the day to day running of the parks and open spaces as well as the maintenance of the sites.

IMPLEMENTATION OF THE MANAGEMENT PLAN

Background/ Issues: Where we are now?	Policy Context/ linking documents:	Objectives: Where we want to get to?	Actions: How will we get there?
<ul style="list-style-type: none"> • This is the first management plan that has been written for this Cemetery. Over the next ten years all of the ten major parks managed by the Royal Borough will have management plans implemented. Completed so far are: Holland Park, Kensington Memorial Park, St. Luke's Gardens, Little Wormwood Scrubs and Gunnersbury Cemetery. 	<ul style="list-style-type: none"> • The RBKC. Ten-year Parks Strategy 2006-2015 • The RBKC. Environment Strategy 2006-2011 • The RBKC. Cabinet Business Plan 2006/07-2008/09 • Green Spaces, Better Places: The Urban Green Spaces Taskforce 2002. • Living Places: Cleaner, Safer, Greener ODPM 2002 • Green Flag Award Scheme Criteria 	<ul style="list-style-type: none"> • To have a well managed Cemetery capable of winning and maintaining Green Flag status. 	<ul style="list-style-type: none"> • By implementing and maintaining this management plan. • The management plan will be reviewed annually.

5. How will we know when we have arrived?

In order to provide park users with the best possible park it is essential that the above actions are adhered to in order to ensure that the objectives are achieved. Feedback from the Green Flag Award Scheme will also be used as a guide when reviewing the plan. The plan will be reflected upon annually, however, it will not be fully updated for ten years. A review, however, will be carried out on 2010 to ensure that major works to the park are on track.

The Indicative Works Plan, over the next few pages, details the proposed time frame.

6. Indicative Works Plan

Area	Issue	Proposed Time-Table	Lead	Result
A Welcoming Place	Improve footpaths in the cemetery	2010/2011	Project Manager	
	To ensure that entrance signage to the cemetery is kept up to date and that excess signage is removed.	Ongoing	Cemeteries Manager	
	Consider the production of a 'Parkscape' manual for all parks in the Borough.	2007 onwards	Leisure Services Manager (Parks), Leisure Services Development Officer (Parks), Highways Department	The 'parkscape' manual is in the process of being worked on at present. Sitting along side it will be a list of necessary works for each site.
	Make sure that updates are put up for any major works or repairs.	Continuous	Cemeteries Manager	

Area	Issue	Proposed Time-Table	Lead	Result
Healthy, Safe and Secure	Review the way that repairs and maintenance are managed. Run pilot scheme with the contractors.	Ongoing	Leisure Services Manager (Parks).	This is currently under review.
	Make sure that Parks Police contact details are clearly visible on site.		Cemeteries Manager	
	DDA works to footpaths		Project Manager	To be timetabled

Area	Issue	Proposed Time-Table	Lead	Result
Clean and Well Maintained	Continual reassessment of bedding schemes.	2010 onwards	Grounds Maintenance Contracts Manager, Cemeteries Manager, Contract Supervisor for the Cemeteries.	The Council and the Contractor work in partnership to reassess the bedding schemes in the park.
	Resurfacing of pathways.		Project Manager	

Area	Issue	Proposed Time-Table	Lead	Result
Sustainability	Quadron Services Ltd. to gain ISO 14001	Ongoing	Senior Contract Manager, Quadron Services Ltd.	
	Research organic alternatives to chemicals and pesticides.	Continuous	Grounds Maintenance Contracts Manager	This is ongoing.

Area	Issue	Proposed Time-Table	Lead	Result
Conservation and Heritage	To implement a tree inspection program to inspect the trees every three years.	(every three years)	Grounds Maintenance Contracts Manager	A tree survey and report was carried out in March 2007. The site will be surveyed again in 2010.

Area	Issue	Proposed Time-Table	Lead	Result
Community Involvement	Continue to work with the Polish War Graves Association to assist with the Katyn Anniversary services.	Ongoing	Cemeteries Manager	
	Continue to meet with representatives of the informal friends group.	Ongoing	Cemeteries Manager	

Area	Issue	Proposed Time-Table	Lead	Result
Marketing	Update the Parks website.	March 2012	Leisure Services Development Officer, Cemeteries Manager	
	Ensure that the Management plan is available to the public		Leisure Services Development Officer, Cemeteries Manager	

Area	Issue	Proposed Time-Table	Lead	Result
Management	Annual review of management plan.	2008 onwards	Leisure Services Development Officer	

Appendix One: Cemetery Strategy Review

(Click on the image below to view the PDF document)

CEMETERIES MANAGEMENT STRATEGY REVIEW 2007

