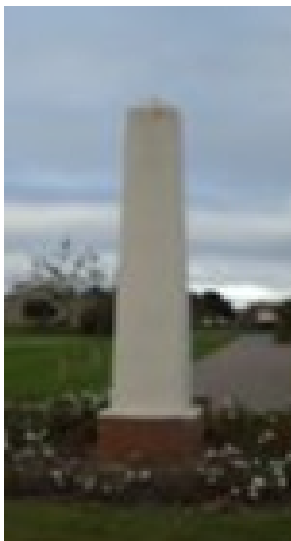
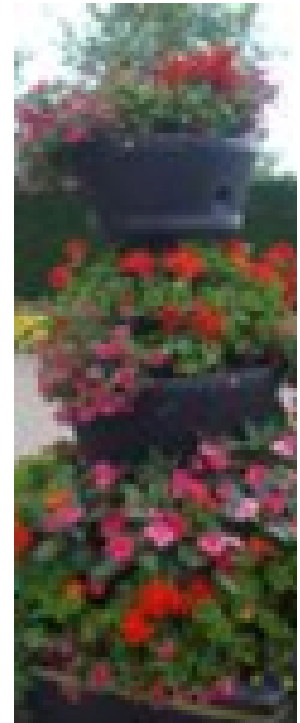




# Peterlee Town Council Cemetery

Since the opening of the Cemetery in 1992, Peterlee Cemetery has developed into a beautiful area of peace and tranquillity which is maintained to very high standards.



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## INTRODUCTION

**Name;** Eden Lane Cemetery. SR8 5ND.

**Map Reference;** 54°45'57.04' N 1°19'39.99' W

**Location:** Adjacent to Eden Lane Road, this Cemetery is in the Town of Peterlee.

**Vision Statement:** The Management Plan for Peterlee Town Council Cemetery sets out the management, maintenance and development framework of the cemetery over five years.

The management plan is reviewed annually, so that any outstanding tasks can be rescheduled, as necessary.

Peterlee Town Council Cemetery is a working cemetery, having burials in reopener graves & New graves and New and reopen Ashes plots. The Cemetery contains a range of habitats from amenity grassland, wildflower areas and parkland trees which all overlook the North East Coast Line.

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

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

**Size:** The site occupies approximately 4.0 Hectares of land consisting of the existing burial area Phase 1 developed for 2800 burial plots. Then Phase 11 undeveloped giving a further 1750 burial plots.

**Age;** Currently 27 years, the site was opened in 1992.

**Ownership and Management;** The site is owned by Peterlee Town Council and managed by its Cemetery department.

**Maintenance:** The site is maintained by Peterlee Town Councils Parks and Cemetery staff, this also includes our young apprentice who has recently completed his two year placement and has now successfully secured a one year extension as a level two gardener.

**Significant Features and main uses;** Peterlee Town Council own and manage Eden Lane Cemetery located on Eden Lane Road. The Cemetery office is located 100 meters away from the cemeterys main entrance and is part of the parks department depot. There are toilet facilities at this site which includes disabled access, we provide car parking for 30 cars which incorporates designated disabled parking. The cemetery has two access and egress points. The main entrance gate allows good disabled access, this entrance immediately leads on to the cemetery notice board which has a selection of useful information including the cemetery site map, a left turn leads you directly into our Remembrance garden, a peaceful quiet area that includes seating. Carrying on through the remembrance garden brings you directly to our individual burial sections these are each identified by BLOCKS, 1 2, 3 ,4 ,5 ,6, 7. Each block consists of rows, A,B,C,D,E,F,G,H,J,K each containing 12-14 graves per row.

Eden lane Cemetery also installs its own and unique reinforced raft system for our headstones, this is a welcomed addition from the feedback we receive from our visiting memorial masons. Returning back to the main entrance there is a long driveway that is lined with displays of colourful flower tubs and floral bedding arrangements, our hanging baskets and tubs are created by one of the outside organisations who are involved with the cemetery, continuing down the drive through an avenue of memorial flowering cherry trees, you arrive at

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the Cemetery obelisk which to date bears no important significance, however there are plans to develop this into a memorial of some kind following consultation with outside organisations and our local churches. This particular area allows spectacular uninterrupted views of the North Sea as well as the adjacent ex-mining village of Horden. All the paths within the cemetery are user friendly and allow good access for our disabled visitors, the main entrance is also accessible but with a prior appointment staff can open the main gates to allow direct access for any disabled visitor. Street lighting has been installed for the darker nights allowing visitors to comfortably attend their loved one's graves on those darker evenings, there is also the provision of CCTV for security purposes. Metal ornate water points have recently been replaced with more user-friendly options these include the use of recycled plastics for the outer bodies which have proved to be a cost saving exercise regarding winter burst pipes. Additional to this all the water points are now on a set timer system again proving to be a cost saving move for Peterlee Town Council, there are waste material baskets placed around the burial sections.

## CAPACITY

Since opening in 1992 Peterlee cemetery has had 912 burials, and at the current rate we expect there to be enough capacity to accommodate Peterlee's deceased residents for another 120-150 years. In generations to come Peterlee Town Council may need to consider capacity issues, however for the time being this management plan does not specifically include future capacity issues.

## BRIEF HISTORY

Eden Lane Cemetery was developed in 1992 on what used to be farmed land. The Town Peterlee was named after a celebrated Durham miners leader called Peter Lee (1864-1935). It is one of a few places in the British Isles to be directly named after an individual and unique among the post second world war new Towns in being requested by local people through their MP.

The Town was mostly developed from 1950 to 1970 and occupies land immediately West of the large neighbouring mining village of Horden and to the North of the beautiful Castle Eden dene. This was all previously

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undeveloped countryside except for a few farms and scattered houses. An area close to Eden Lane Cemetery also includes the site of an abandoned Medieval village called Yoden which lies on the Eden Lane playing fields area of Peterlee today.

## A WELCOMING PLACE

Cemeteries are for the living as well as the deceased and should provide a peaceful haven for all its visitors to enjoy. Important natural features include trees, shrubs, flowers, wildlife and lawned areas which includes seating for the bereaved to spend time to reflected and remember their loved ones.

Peterlee Town Councils cemetery office on Eden Lane is the main location for enquires. The office is open Monday-Thursday 7.30 am – 15.30pm, Friday 7.30am – 15.00pm.

Funeral bookings mostly come through the funeral director however some clients come directly to the cemetery or telephone to make a booking. Memorial applications, burial searches, tree and memorial bench enquiries, purchase of grave spaces cremated remains plots are just some of the day to day enquiries that we deal with.

## THE MANAGEMENT PLAN

Management plans are an important aid to the efficient and effective management of the site and provide an opportunity to collate information relating to the site into a single comprehensive document.

The management plan is 'owned' by the Parks & Cemetery Department but has been developed with the support of other departments within the council such as Administration, Finance and Communications & Marketing.

The plan has been specifically laid out in order to comply with the green flag award scheme criteria. The result is a working document that is accessible to all those involved in managing and maintaining Eden Lane Cemetery. Paper

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copies can be made available however the need to update the plan means that it is best stored in an electronic format.

The management plan is a public document and can be accessed via the internet, it shall be reviewed annually as this process gives us the opportunity to reflect on success as well as changes in direction created by our ever-changing circumstances.

#### Management

In order to secure Green Flag Award and indeed to ensure the ongoing protection and maintenance of the cemetery, a management plan or strategy must be in place which reflects the aspirations of a sustainable agenda, which clearly and adequately addresses all the criteria and which must of course ensure the effective continuation of the cemetery as a working burial site. The cemetery is managed by Peterlee Town Council for the working structure see Appendix 1

Effective financial management will be vital at a time when cemetery is facing budget restrictions and a lack of investment.

#### HEALTHY SAFE AND SECURE

Eden Lane cemetery is managed to provide a healthy, safe and secure atmosphere and environment for all those who visit and work in it. Peterlee Town Council do allow dogs within the cemetery however we request that the owners keep their pets on a lead and immediately remove any fouling that may occur once inside the cemetery. The cemetery is covered by risk assessments which are annually reviewed Appendix 2

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## SAFETY OF MEMORIALS

The safety of memorials programme began in January 2001 and is carried out by two trained members of the cemetery team. The cemetery officer closely monitors the inspections which are carried out at the recommended five-year intervals see Appendix 2. Any memorials that fail these strict inspections are recorded and dealt with immediately. The original stone mason is contacted, and the remedial work is carried out usually within the week, the grave owner will be contacted and notified of this action and there should be no cost incurred for the grave owner.

This safety of memorials goes hand in hand with the monitoring of the stone masons who work within Eden Lane cemetery. Peterlee Town Council are also registered on the fixers licence data base and will only allow memorial masons who have successfully achieved their NAMM or BRAMM fixers licence to carry out work within Eden Lane cemetery. All memorial masons that carry out works in Eden Lane Cemetery have their licences kept on file within the Cemetery office alongside their business liability insurance, these are regularly monitored to make sure they are all currently up to date. Peterlee Town Council have also recently developed its own headstone policy Appendix 3.

## TRAINING AND STAFF WELFARE

The cemetery staff are encouraged to develop their careers with training and attendance of the ICCM branch meetings, which is the only recognised country wide authority on all matters relating to the cemetery and crematorium service industry.

Peterlee Town Council is also committed to encouraging its staff on all relevant training schemes to give them the skills to carry out an ever-improving service to the public.

All our staff have annual appraisals and have personal development plans in place to ensure that they have the skills and experience to provide an excellent cemetery service for the people of Peterlee and surrounding Area.



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## MARKETING AND COMMUNICATION.

As the only cemetery in Peterlee we recognise that we have a monopoly, but we do communicate via our website & facebook as well as engaging with the Eden Hill residents' group which is based in the adjacent Rugby club on Eden Lane. Also, we are currently in contact with East Durham Collage to include student groups working with in the cemetery. We have the involvement of a community organisation based at our Woodhouse Park site. The group is called Direct Steps and they have a responsibility wwith the development and planting of hanging baskets within the cemetery.

Our facebook page is: @peterleetowncouncil

<https://www.facebook.com/PeterleeTownCouncil/>

Our website can be accessed here: <http://www.peterlee.gov.uk/cemetery-and-burials/>

## CLEAN AND WELL MAINTAINED

Eden Lane cemetery is managed to provide a clean well-maintained environment for all its visitors to enjoy. Regular grass cutting and strimming keeps the areas in and around the Memorials clean and tidy, grave levels are regularly monitored and immediate action taken if necessary. Yearly levelling of graves and reseedling takes place to combat the constant settlement within the graves, the floral displays found within the cemetery are changed twice a year to provide year-round colour, hedges are pruned twice yearly. The large block paved cemetery driveway requires constant attention to keep it free from annual weeds, our waste baskets are emptied weekly and leaves are removed to prevent trips slips and falls.

Maintenance Area	Schedule
<b>Landscaping</b>	Landscaped areas will be maintained within allocated budgets and to the requirements of each landscaped area.  Plant species will be replaced in Town Council maintained landscaped areas with a similar or same species of plant.

<b>Turf Maintenance</b>	<p>The mowing of turf areas will be undertaken as required to ensure public safety, a satisfactory appearance at all times and to accommodate significant dates.</p> <p>Maintenance activities, such as fertilising and watering will be undertaken throughout the year in line with allocated budgets.</p> <p>The filling of sunken graves will be ongoing to ensure public safety.</p> <p>Turfing of lawn areas to be undertaken within annual available budget.</p>
<b>Headstone &amp; Monuments</b>	<p>The ongoing maintenance of the headstones and monuments is the responsibility of the families.</p> <p>Council will treat both headstones and monuments as private property.</p> <p>Council may act in the interest of public safety if a monument or headstone is deemed unsafe and a risk to the public. Council will attempt to notify the estate if any work is carried out to eliminate safety concerns.</p>
<b>Foundation Raft</b>	<p>Foundation Raft's will be constructed in line with demand within the lawn section of each site.</p> <p>All work to be carried out Cemetery Staff</p>
<b>Aesthetics</b>	<p>a. The rubbish will be collected from the site on a weekly basis.</p> <p>b. Investigate opportunities to improve appearance of cemeteries.</p>
<b>Additional Funding &amp; Alternate Resourcing</b>	<p>Investigate grants.</p> <p>Investigate use of volunteers, community services and prisoners.</p>

## SUSTAINABILITY

Peterlee Town Council cemetery and park are managed to maintain sustainable development through our recycling of our green waste. Trees that are removed from our woodland areas are shredded and the material is then re-used for our woodland pathways or mulch for our extensive shrub beds. Grass clippings are composted along with our old annual bedding and again this is mixed with the topsoil that we remove from our new graves then this is re-used in our yearly grave levelling programme. The fallen annual leaves are collected and stored for several years then this provides us with excellent composted material which we re-introduce back into our annual floral bedding displays. Our purchased annual bedding is grown in 50 per cent reduced peat compost and the plastic containers they are supplied in are either reusable or recyclable and a take back scheme is in operation with our suppliers.

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Maintenance arrangements encourage the minimal use of pesticides and where pesticide use is necessary, the chemicals used will be of a non-residual nature, and all our operatives are trained and certified for that operation. Peterlee Town Council now has a blanket ban on the use of Glyphosate which was agreed in 2019

## BIODIVERSITY

The enhancement of Biodiversity is a key aim of sustainable development. Our aim is to protect and enhance the natural habitat within Eden Lane Cemetery and help safeguard its wildlife. Our shrub beds provide ideal habitat for insects and birds, the floral displays prove popular with our pollinating insects. Hedgerows and mature trees give permanent cover and protection for a variety of our visiting birds whilst also providing corridors along which wildlife can travel through. Placed nesting boxes give the option of a safe site and our on-site large three teared re-cycled plastic floral planters prove popular nesting sites for our revisiting blue tits every year. As previously mentioned, we have recycled plastic water points and also we have started to introduce recycled plastic seating.

## FUTURE PLANS

### [Future Actions for Development in Health Safe and Secure](#)

Peterlee Town Council are to investigate in more street lighting and water points down the main driveway of the cemetery, as the cemetery expands this will need addressing for the safety of the public.

### [Future Actions for Development in The Management Plan](#)

At the present time Peterlee Town Council's Eden Lane Cemetery currently have all burials completed within consecrated land, However the future planning would include investigating the options for multi faith and green burials as undeveloped sections are currently non-consecrated. However following further investigation with our local undertakers this demand is currently almost non-existent. This option will still be carefully monitored over the coming years and if circumstances do change then the council would adapt for the benefit of its growing community.

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The Town Council is looking at options to increase the use of the basic Pear Technology Mapping reference tool that we have introduced which can also be linked alongside our new RBS system ( Rialtas Business Solutions) and have it expanded and updated on a more regular basis.

#### [Future Actions for Development in Clean and Well Maintained](#)

Peterlee Town Council is to maintain a beautiful and safe cemetery for the people of Peterlee. The Town Council will be looking to try and engage more with local schools and community groups for help with wildflower planting and bulb planting schemes, however this has proved to be a difficult task recently due to the current Covid 19 restrictions. Looking to the future we certainly hope to re-connect with our local resources.

#### [Future Actions for Development in Marketing and Communication](#)

The Town Council has recently developed its own quarterly magazine named (Peterlee Magazine) which now covers our Marketing and Communication strategy; however, this is not just for the cemetery department but covers all areas of responsibility that the Town Council has, including our Woodhouse Park site.

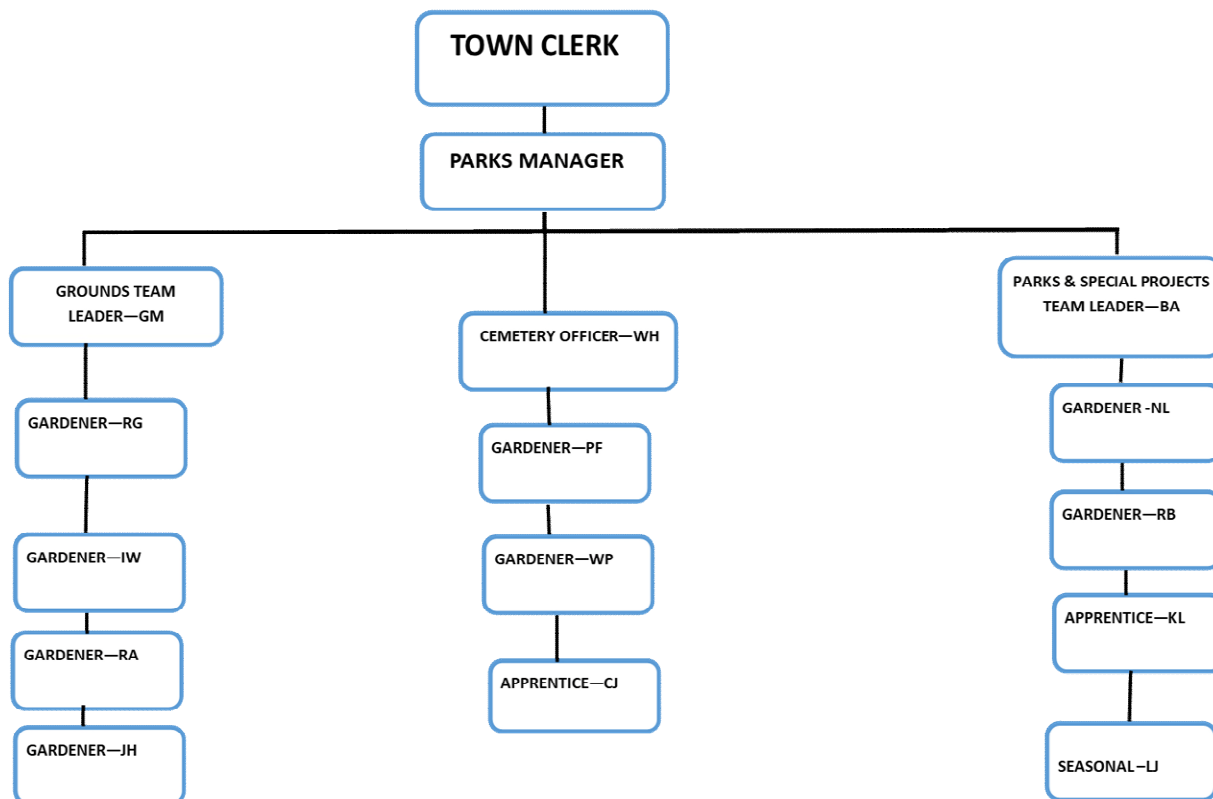
Our Marketing and Communication Strategy should now raise the profile of the Cemetery locally, and to mainland visitors; promote the heritage and conservation value of the site as well as hopefully increase more community engagement, involve more people in the delivery of the Cemetery management plan, promote the Cemetery's environmental credentials and in particular promote natural burial options once they are available. Peterlee Town Council also has a volunteer policy that could also be promoted to help engage with the people of Peterlee to help with our smaller projects.

The Town Council website is continually updated and populated by our Democratic Services assistant.

#### [Future Actions for Development in Sustainability](#)

Peterlee Town Council are looking to include natural burial options which could be incorporated a woodland burial section.

Appendix 1



Peterlee Town Council Parks and Cemetery Structure 2021

## Appendix 2

**PETERLEE TOWN COUNCIL EDEN LANE CEMETERY****General Risk Assessment Record**

<b>Service and location</b> CEMETERY / EDENLANE	<b>Work activity:</b> COMPLETE ROLL OF CEMETERY DUTIES.	<b>Date of assessment</b> 03/07/2020	<b>Review Date</b> 2/07/2021
<b>Name of Assessor and position</b> WAYNE HARRIMAN / CEMETERY OFFICER	<b>Approved by (Service Manager)</b> Ian Hall	<b>Consultation</b>	<b>Reference Number</b>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
Moving Machinery, Open Excavations. Working Below Ground Level, Unstable Memorials. Members of the public. Slips, Trips, & Falls. Chemical Applications	Staff & Members of the public. Staff & Cemetery Visitors Staff/ Grave Collapse. Staff/ Members of the Public. Crushing Injuries. Cemetery visitors. Moving machinery. Staff & Members of the Public. Cemetery Visitors & Staff. Inhalation.	Council vehicle's with orange lights/beacons illuminated. Signage, Banksman. PPE. Grave covers in Place & Signage. PPE. Working in Pairs, Grave Shoring, Ladders, PPE. Regular Memorial Inspections. Tape off areas of concern/ Signage Regular Cemetery grounds inspections. Making sure working area is clean & tidy. Signage. PPE, correct weather conditions	Regular Training & refresher courses Regular inspections of Ladders, Shoring equipment. Continue to monitor Memorials. Staff to continue their awareness in & around the Cemetery. Continual monitoring of the Cemetery area at all times. Correct Training and regular refresher courses.	Staff Staff Cemetery Operatives. Cemetery Officer. Cemetery Operatives. Cemetery Operatives. Cemetery Operatives.	Daily When Required Daily when in use. Recommended Period of 5 YRS Daily. Daily. Daily when in use.	May 2018
<b>N.B. Risk Assessment is Continuous Process — Significant Changes to the Work Activity Require a Review of the Assessment</b>						

**Peterlee Town Council**  
**CEMETERY MEMORIAL INSPECTION FORM**

**CEMETERY: EDEN LANE**

**SECTION: \_\_\_\_\_**

**Action Priority**

1, Immediate Attention 2. Re-inspect in 1 month 3, Re-inspect in 6 months

Plot No.	Surname	Mason	Type	Size		AB	C	D	E	F	G	H	Action To Be Taken	Priority
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
<b>14</b>														
15														

Inspected by:

Date: . . . . .

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Key: A - Memorial upright and true B - Memorial Complete C - Vandalism Damage D - Ground Condition E - Memorial Weathering F - Topple Testing - 35kg G - Joint  
Check H - Memorial / Stone Condition

Box ticked if everything ok and a cross put in place if not. If any box crossed **action to be taken** detailed then **action priority** recorded in last column.



ACTIVITY/ LOCATION/ EQUIPMENT/ PROJECT		FUNCTIONS/ PERSONS AFFECTED		ASSESSMENT DATE 18/06/2018			RA NUMBER	
Inspection of headstones, memorials and crosses in the cemetery.		Peterlee Town Council operatives, and Members of the Public		REVIEW DATE: 14/06/2021			PTC / MI / 01	
Service Team : Parks Department								
No:	Hazard	Risk	Current Controls	Assessment Severity/Likelihood		Level	Further Controls/ Action	
1	Work at height	Risk of employees falling from ladders whilst inspecting headstones over 1 metre high.	All employees who inspect headstones are trained under ICCM / NAMM Memorial Management course and follow Ministry of Justice Guidance.  All employees trained in ladder safety.  All ladders manufactured to BS/EN 131 minimum standards and marked with unique ID number.  Documented system of routinely inspecting all ladders in place.	3	2	M		
2	Manual handling	Musculo-skeletal injuries to employees from the testing of memorials.	All employees who inspect headstones are trained under ICCM / NAMM Memorial Management course and follow Ministry of Justice Guidance.  All staff trained in correct manual handling techniques	3	2	M		
3	Falling Headstones	Crushing injuries to staff or members of the public from falling headstones	All employees who inspect headstones are trained under ICCM / NAMM Memorial Management course and follow Ministry of Justice Guidance.  Advisory signs on Cemetery entrances to warn public that headstone inspections are in progress.  Pushing force to be applied to the monument from a side position only out of line of the falling zone using a gradually increasing force with the palm of the hand and the other hand placed slightly behind the stone to restrict any movement.  Dangerous headstones to be laid immediately. Monuments with slight movement to be marked, banded or pocketed in accordance with the Inspection Plan, using the Porta-gantry.	4	2	M		

4	Slips, trips and falls.	<p>Employees, members of the public tripping on footpaths, slippery grass areas, tools and equipment during memorial inspections</p> <p>Increased risk during ice, snow or heavy rainfall and working on slopes</p>	<p>All employees who inspect headstones are trained under ICCM / NAMM Memorial Management course and follow Ministry of Justice Guidance.</p> <p>Advisory signs on Cemetery entrances to warn public that headstone inspections are in progress.</p> <p>Prior to headstone inspections, route to graves and area around grave checked for slip/trip hazards.</p> <p>All equipment used in inspections transported to vicinity in vehicle and kept on board vehicle when not in use.</p> <p>Memorials not inspected when frost or snow present.</p>	2	2	L	
5	Extreme Temperature	Ill health from exposure to extreme temperatures.	<p>Warm and waterproof clothing provided.</p> <p>Memorials not inspected when frost or snow present.</p> <p>Drinking water available.</p>	1	2	I	
6	Display screen equipment	Possible visual fatigue, and musculo-skeletal injuries from prolonged use of DSE	DSE equipment only used for short term tasks Workstation assessments <i>not</i> required by regulation	2	1	L	
7	Lone working	Employees feeling isolated, increased risk if there is a need to interact with aggressive mourners	<p>All operators' whereabouts are known by the Team Leader/team members.</p> <p>Mobile phones are distributed to operatives and contact made on regular basis.</p>	3	2	M	Operators to be provided with the Neighbourhoods Services lone working procedure NS/LONE
8	Violence and aggression	<p>Aggressive behaviour and possible assault from mourners.</p> <p>Possible aggression as a result of the testing regime itself.</p>	<p>All staff made aware of the potential for aggressive behaviour by mourners.</p> <p>In the event of any aggressive behaviour, all employees empowered to contact the Police to summon assistance.</p> <p>All incidents reported on standard accident form, investigated and followed up by line managers.</p>	2	2	L	

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Carried out by:	Date:	Agreed (Manager):	Date:
W Harriman	18/06/18	Ian Hall	22/06/18

**Summary of the Consultation that has taken place with Employees on this Risk Assessment**

18/06/18 and 21/06/18 consulted with all staff and H&S  
18/06/2018 consulted with all gravedigging staff



# HEADSTONE INSPECTION POLICY

Version 1: July 2020

## ABSTRACT

This Policy sets out the procedure for headstone testing in the Cemetery

Wayne Harriman  
Cemetery Officer

## **POLICY & PROCEDURE FOR HEADSTONE TESTING**

The following procedure is carried out by a trained member of the Town Councils cemetery team in accordance with the directions and guidance with regard to memorial safety.

1, Prepare and maintain a spread sheet detailing monuments. This will have three actions of priority:

- Immediate action required
- Re-inspect in one month
- Re-inspect in six month

The sheet will then consist of the following observations.

- Memorial upright and true,
- Memorial complete,
- Vandalism damage,
- Ground condition,
- Memorial weathering,
- Physical push test 25Kg,
- Joint check,
- Memorial/ Stone condition.

2, Display notices in cemetery notice board and website informing the public that memorial testing is to be carried out, one month prior to work commencing.

3, Headstones will be tested by hand where appropriate (physical push & pull test) any failing this test will be dealt with immediately (made safe). The cemetery officer will contact the original fixing mason to request that necessary remedial work is carried out as soon as possible. There shall be no cost imposed on to the grave owner. The grave owner will usually be notified of this procedure if its possible to do so.

The above procedure should be followed every five years as recommended. Also in addition to the above Peterlee Town Council are registered on the license fixers scheme. This means only registered memorial masons who have successfully completed their NAMM or BRAMM accreditations are allowed to install headstones within Eden Lane cemetery. This ensures that all memorials are fitted to a quality specification based on the NAMM code of working practice and BS 8414.

