

**To receive a report from the Service Delivery Department and consider any actions and associated expenditure**

**Report to:** Burial Authority Committee.

**Date of Report:** 13/10/2025

**Officer writing the report:** Acting Service Delivery Manager

**Officer Recommendations:**

Members are asked to note the report.

**Report Summary**

- **Waste Management:**

Waste disposal for general waste, mixed recycling and green waste are collected twice weekly by the SD Department - Wednesdays and Sundays. This ensures town council sites remain clean, safe, and compliant with environmental standards.

Green waste is managed sustainably primarily through a “cut and drop” approach utilising mulching mowers and woodchippers to break down organic material into fine chippings that naturally decompose into the ground.

This method reduces labour time and disposal costs, lowers the Council’s carbon footprint, and returns nutrients to the soil while maintaining a clean and orderly finish. Where on-site composting or reuse is not viable, green waste is transported to an approved local commercial yard for disposal.

All transfers are fully documented with waste transfer notes in accordance with legal requirements and standard operating procedures.

- **General Weekly Health & Safety**

Weekly health and safety checks to Churchtown Cemetery are being carried out by the Acting Service Delivery Manager in accordance with internal procedures. There is nothing of concern to report.

- **Major Electrical Work at Churchtown Cemetery.**

Major electrical works have been completed in the main storage compound building by the ASDM, who is now fully qualified to undertake electrical work and issue the appropriate certification.

The works involved a full re-wire and consumer unit replacement/upgrade and the containment system upgraded in galvanised steel trunking and conduit which is more suitable for the commercial environment and external factors it faces, such as regular use from staff with plant and machinery and grounds maintenance equipment.

The provisions also included additional spare ways for future EV charging points and additional socket outlets to accommodate the use of battery powered plant and equipment in the future.

Emergency lighting inside has also been installed to provide alternative temporary lighting in the event of a power failure to comply with health and safety at work regulations.

Completing these works in-house has delivered measurable cost efficiencies compared with outsourcing to external contractors.

The design includes future-proofing features that allow the Council to adapt to new technologies like EV infrastructure and electric maintenance equipment, helping avoid expensive and disruptive upgrades later on.

(Please refer to **appendix A** for a picture of the installation works)

- **Churchtown Cemetery Wildflowers – Autumn Update:**

The managed wildflower section at the rear of the allotment car park and along the Cornish wall continues to thrive and is now becoming well established. This ongoing success reflects the Department's strong commitment to biodiversity and environmental best practices.

Designated wildflower areas, along with naturally occurring blooms of the season across all Town Council site are left undisturbed during their flowering periods to promote healthy seasonal growth.

Some wildflower areas are created by the Town Council and community partners, including Saltash Environmental Action (SEA), have now reached the end of their seasonal cycle and have been carefully trimmed and raked in preparation for next year's bloom.

At Churchtown Cemetery, the wildflower section is still in late bloom and not quite ready for cutting and collection just yet. But maintenance work there is expected to take place within the next few weeks, once the flowering period has fully concluded.

- **The Memorial Rose Garden and Planted Trees and Shrubs:**

Recent maintenance works have included adding feed over the actively growing periods, regularly weeding, and light pruning throughout the area to encourage healthy growth and vibrant seasonal colour.

Across the cemetery grounds, established trees have undergone selective crown lifting and light pruning to improve both appearance and safety.

The box hedging continues to be regularly trimmed, maintaining a neat and formal presentation that enhances the overall appearance of the site and provides a respectful setting for visitors.

- **Tree Maintenance**

The Department have addressed a range of tree-related issues. This includes the safe felling of dangerous trees and the removal of damaged branches to eliminate hazards and promote overall tree health.

The annual tree survey has already begun and the outcome of the reports will be reported back to a future meeting should there be any concerns.

- **The Letters To Heaven Letter Box:**

The letters to heaven letter box has been re-furbished and finished in a sky blue colour paint as requested by the Burial Authority Committee Meeting. I'm pleased to inform you it has been well received and has continued to be used by many visitors to the site.

(Please see **appendix C** for a picture to the Letters to Heaven letter box after the colour change refurbishment works)

- **The Five-Yearly Headstone Safety Audit:**

The headstone and memorial safety audit at Churchtown Cemetery is scheduled to be undertaken in the new year, once the team has completed the ongoing audit at St Stephen's Churchyard, which is currently progressing well.

As Churchtown Cemetery is a relatively new site, with all headstone and memorial installations carried out exclusively by BRAMM-registered stonemasons in accordance with current regulations and best practices, it is expected that no urgent remedial actions will be required.

Therefore, no immediate need is anticipated for materials or resources to undertake in-house corrective measures at the site. Any findings or identified issues will, however, be reported in full at the next Burial Authority Committee meeting.

**End of Report.**

**Signature of Officer:** M. Cotton

(Acting Service Delivery Manager)