

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

Report to: Joint Burial Board.

Date of Report: 26/09/2025

Officer writing the report: Acting Service Delivery Manager

Purpose of the report:

To receive a service delivery update regarding ongoing maintenance within the grounds of St Stephen's.

Officer Recommendations:

Members are asked to note the update report.

Report Summary

Grass Cutting:

All grassed areas continue to be cut on a fortnightly basis in accordance with the scheduled maintenance programme, ensuring a neat and presentable appearance across the site. Where wildflower areas are in bloom, these sections are being left undisturbed to support biodiversity and seasonal growth, in line with environmental best practices set by Saltash Town Council and other local authorities.

Waste Management:

On-site bins are being emptied weekly to ensure cleanliness and prevent overflow this cost is currently absorbed by Saltash Town Council.

Wildflower Areas:

(Please refer to **the picture below** for reference regards to site wildflower locations)

The designated wildflower sections have reached the end of their seasonal cycle. These areas have now been trimmed and raked in preparation for their next bloom period.

St Stephens wild-flower areas (in red).



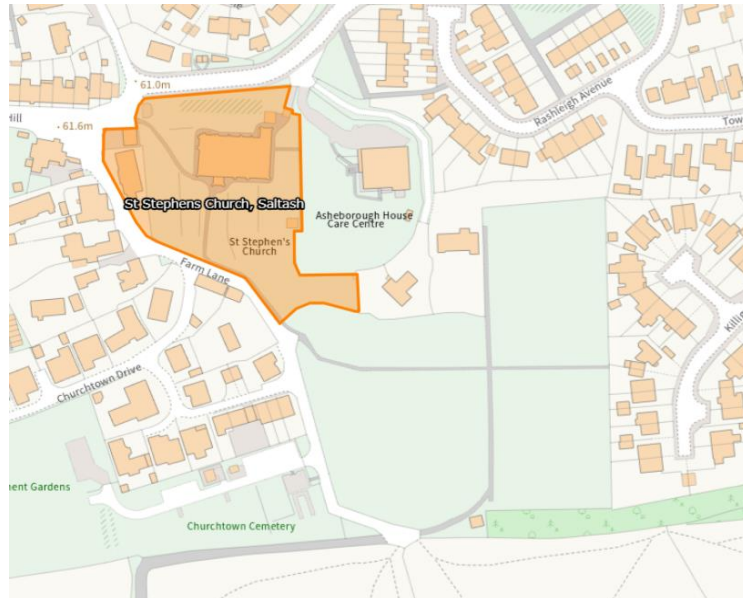
General Weekly Health & Safety

Weekly health and safety checks are being carried out by the Acting Service Delivery Manager in accordance with internal procedures. These inspections ensure that operational areas remain compliant, hazards are identified promptly, and corrective actions are taken where necessary.

Cornwall Council Responsibility to Headstone Safety at St Stephens Churchyard

(Please refer to **picture below** - for the map provided by Cornwall Council showing headstone and memorial health a safety inspections/audit carried out under their jurisdiction.)

Cornwall Council has confirmed ownership and responsibility for the closed sections surrounding the main church area at St Stephens and has provided a map of the sections they currently manage.



The Side Entrance Gate Works Completed

(Please refer to **picture below** – gate picture)

The side entrance gates have been fully completed last April by the Service Delivery team and have been well received by members of the public and the church.



External weeding and overgrowth removed.

Overgrown weeds and excessive soil build-up along the roadside wall on Farm Lane have been dug out and removed. This has significantly improved the overall appearance of the area and has contributed to a noticeable reduction in dog fouling.

Pathways are due to be soft brushed to remove moss.

Certain areas are to be mechanically soft brushed and delicate areas treated with a eco-friendly herbicide free moss treatment to reduce any slip trips and fall in the upcoming winter months.

Entrance Warning Signs Installed

(Please refer to **picture below** - Signs installed to each of the four main entrances to the churchyard)

400mm x 400mm safety signs have now been installed at each main entrance to St Stephens Churchyard. These signs inform visitors of the potential hazards posed by unstable memorials and form part of the wider headstone safety initiative.



Rear Churchyard Gate Access Sign Installed

(Please refer to **picture below** - New “No Parking in front of the gate sign” recently installed)

A new sign has been installed on the rear access gate of the churchyard, adjacent to the entrance of Churchtown Farm Nature Reserve. The sign is intended to inform visitors to keep the gate area clear at all times, as access is regularly required for operational purposes.



Signature of Officer:

M. Cotton

Acting Service Delivery Manager