



NORTHAMPTON BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

ACTION PLAN: SCRUTINY PANEL - Cemeteries

Response and Action Plan in response to the Recommendations from Scrutiny Panel

Proposed dates for monitoring implementation of accepted recommendations

Report received by Cabinet	Monitoring activity	Monitoring complete		
June 2018	30 April 2019	Date to be added by O&S Committee when agreed monitoring is completed		
Recommendation 1: Some of the large trees located in the town's cemeteries that have been planted on or outside the burial plot investigated for removal as soon as possible.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
To remove trees and hedges where practical to do so, but ensuring minimal damage to grave stones and	Cabinet Member for Environment Head of Customers and Communities Environmental Services	Resources were made available and suitable contractors were identified	Completed	Completed 2018

headstones.	Partnership Unit, Asset Management and Parks & Open Spaces			
Recommendation 2:	The water tanks located in the extension at Duston Cemetery are plumbed in as soon as practicable.			
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Investigate the practicalities and costs involved of installing a new water supply and tanks	Cabinet Member for Regeneration and Enterprise Head of Economy, Assets and Culture Head of Customers and Communities Asset Management & Parks & Open Spaces	Investigating consultants and budget still to be identified. Anglian Water Authority will be required and therefore timescales will be dependent on their availability.	2019/20 financial year	Asset Management property services contractor visited the site and the trough was full and no leaks found
Recommendation 3:	The trees that are obscuring the sign at the entrance to Duston Cemetery are pruned as soon as possible.			
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
To arrange the cut back of the trees with the Environmental Services Contractor	Cabinet Member for Environment Head of Customers and Communities	Resource within the Environmental Services Contract	Completed	Completed 2018

	Environmental Services Partnership Unit			
Recommendation 4: Litter and recycling bins in situ within the cemeteries are replaced with modern bins, including recycling bins, uniformed throughout all cemeteries, where appropriate.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Survey the open cemeteries for the types and numbers of the litterbins available onsite	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit Contract and Parks & Open Spaces		Completed	The current wire baskets are suitable for the nature of the waste, which included wet organic matter such as dead flowers and wreaths. Wire baskets that are damaged and unrepairable will be replaced.
Recommendation 5: The footpaths and roadways in Kingsthorpe Cemetery that are in need of repair, are repaired as soon as possible.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
The footpaths to be surveyed	Deputy Cabinet Member for Planning Head of Customers and Communities Parks & Open Spaces	GF Capital	2019/20	In Progress: This is part of the ongoing Borough Wide Cemeteries Policy Planning

Recommendation 6: The tops of the vaults are made secure.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
The tops of the Vaults to be surveyed	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Resource within the Environmental Services Contract	Completed	Inspection was completed in January 2019 and all vaults were found to be secure.
Recommendation 7: The sign located at the entrance to Dallington Cemetery is cleaned and fresh signage placed behind the glass cabinet.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Assess the sign and carry out the required actions	Cabinet Member for Regeneration and Enterprise Head of Economy, Assets and Culture Asset Management and Parks & Open Spaces	Officer time	Completed	Completed

Recommendation 8: Signs be erected in cemeteries “Dogs to be kept on a leash at all times” “Please clean up after your dog.”				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Survey open and closed cemeteries and assess requirements	Cabinet Member for Environment Head of Customer and Communities Parks & Open Spaces	Officer time	Completed	Signs are in the process of being erected in Kingsthorpe, Dallington and Billing Road cemeteries following the survey.
Recommendation 9: All signs erected within the borough’s cemeteries are of the same style and standard as other Borough signage.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Survey open and closed cemeteries and assess requirements	Cabinet Member for Regeneration and Enterprise Head of Planning, Asset Management and Parks & Open Spaces	Officer time. Budget still to be identified	2020/21	This has been paused pending agreement on signage, branding and style and budget.

Recommendation 10: Information regarding the usage and disposal of plastic bottles in cemeteries is produced for users. The information could be included within a Regulations Guidance booklet for users of cemeteries. All Funeral Directors are provided with a copy of the booklet.

Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Investigate cemeteries that may require this amount of waste segregation.	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Officer & Contractor time	December 2019	A comprehensive A4 Booklet is currently being designed and produced and will be available for all users and Funeral Directors. Producing this guidance booklet has been very complex and we have experienced delays due to wanting to ensure that all stakeholders, including the cemeteries working group and cemeteries forum are able to input.

Recommendation 11: The Policies and procedures for the usage of cemeteries within the borough are tightened up and a zero tolerance approach is applied.

Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Examine existing policies and procedures and	Cabinet Member for Environment	Officer and Contractor time	December 2019	A comprehensive A4 Booklet is currently being designed and produced and

amend where required	Head of Customers and Communities Environmental Services Partnership Unit & Veolia			will be available for all users and Funeral Directors. Producing this guidance booklet has been very complex and we have experienced delays due to wanting to ensure that all stakeholders, including the cemeteries working group and cemeteries forum are able to input.
Recommendation 12: The Scrutiny Panel welcomed and noted the pristine condition of the war graves.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Compliment noted	Northampton Borough Council			
Recommendation 13: Consideration is given to the issuing to Funeral Directors based in the borough of Northampton, key passes, to the chapels in Towcester Road and Kingsthorpe cemeteries.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Examine existing policies and procedures and amend where required	Cabinet Member for Environment Head of Customers and Communities Environmental Services	Officer and Contractor time		This recommendation was explored but is not possible due to security and safety issues. The keys are given out by the staff onsite and this system is working well.

	Partnership Unit & Veolia			
Recommendation 14: The facility of the chapels at Kingsthorpe and Towcester Road cemeteries are promoted.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Examine existing promotional policies and procedures and amend where required	Cabinet Member for Environment Head of Customers and Communities Environmental Services Partnership Unit & Veolia	Officer and Contractor time	ongoing	Promotional activity is taking place and has resulted in increased usage for a variety of purposes including remembrance and commemorative events.
Recommendation 15: The lack of burial space is addressed and potential new sites are investigated, for example, consideration is given to re-categorising the borough owned land (currently categorised as commercial land) that edges the cemetery at Dallington as further cemetery land.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Enzygo environmental consultants have completed a study identifying the town's burial requirements.	Deputy Cabinet Member for Planning Head of Planning, Head of Customers and Communities A new Cemeteries Group has been set up to examine the consultant's report and its findings. A number of trees have been	Officer time	Complete	Additional land has been identified at Dallington Cemetery, as a possible burial site. Two cemeteries working groups have been established – one looking at operational issues and one looking at strategic issues including future burial requirements and space.

	removed at Towcester Road Cemetery to create extra space, which can be used in two years' time (to allow for the soil to settle)			
Recommendation 16: A feasibility study is undertaken into the requirement of a new large crematorium and cemetery for the town that offers the required services and facilities.				
Action	Lead Cabinet Member and Lead Responsible Officer	Resources required/available	Target date	Achievement/Completed
Keep findings from feasibility under review.	Deputy Cabinet Member for Planning Head of Planning, Head of Customers and Communities		Ongoing	Work is currently underway - a strategic working group has been established with representatives from the relevant service areas.