



City  
Gardens

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# Bunhill Fields Burial Ground Draft Management Plan 2015–2020

City of London –  
protecting green  
spaces since  
the 1850s

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## **1. Introduction to Bunhill Fields Burial Ground**

Bunhill Fields Burial Ground (also known as Bunhill Fields) is a 3.5 acre (1.4 hectare) Central London public open space located in the London Borough of Islington, but owned and managed by the City of London Corporation.

In order to set out the vision, objectives and priorities for the management of Bunhill Fields, a Management Plan has been prepared by the City Gardens Team, Open Spaces Department.

### **1.1 What is an Open Space Management Plan?**

A Management Plan for a public open space is a published written document, prepared by the managers of an open space, outlining their aims and objectives in relation to the park.

Its purpose is to balance the priorities, policies and pressures that apply to a particular site and to establish a time scale for putting the objectives into practice. The production of such a document allows the contribution that the site makes to the local community to be measured and progress against key objectives monitored by visitors.

### **1.2 Why have an Open Space Management Plan?**

The main reasons to have a Management Plan are:

- to document a site's history
- to assess priorities and challenges for the future
- to encourage community involvement, interest and support
- to ensure objectives of management and maintenance are documented
- to demonstrate what visitors can expect in terms of service standards
- to promote and market a site
- to monitor and assess changes that occurs at the site.

At Bunhill Fields, the aim of this Management Plan is to clearly set out in one accessible and easy to read document how the Burial Ground is managed, and the projects that are proposed for the next five years.

### **1.3 Why are places like Bunhill Fields so important?**

Bunhill Fields Burial Ground is part of a key network of green and open spaces that are valued greatly. The benefits of good quality open spaces are widely recognised including their contribution to health and wellbeing, supporting biodiversity and their support of economic growth and tourism.

The key findings of the state of UK Public Parks were:

- An estimated 2.6 billion visits are made to the UK's public parks each year.
- 83% of households with children aged 5 and under visit their local park at least once a month.
- 47% of park friends and user groups say membership numbers have increased over the last three years.

More locally, we know that Bunhill Fields is one of the more popular sites in the area:

- Most visitors to Bunhill Fields visit at least once a week
- Over 90% of those asked state that the general maintenance is fair to very good
- Three times as many users are residents than visitors or workers
- Our vision for Bunhill Fields

Our overall aim is to provide a high quality urban green space, which reflects and benefits the local community it serves. Our vision is therefore:

‘To maintain Bunhill Fields Burial Ground as a valuable, historic property with rich cultural, natural and social attributes at a local, national and international level. To sustain it as a tranquil, well used public open space with rich multi-layered historic interest and associations, with its fabric in good condition, wide access and interpretation and continued and increased enjoyment and involvement for users.’

To achieve this vision, we recognise the importance of working towards an agreed national standard for good practice in the management of parks. We have carefully considered the Green Flag Award recommendations for a successful park, and have adapted these to form our eight key service objectives:

- 1. A well managed Park**
- 2. A welcoming Park**
- 3. A healthy, safe and secure Park**
- 4. A well maintained and clean Park**
- 5. A sustainable Park**
- 6. A Park that addresses conservation and heritage**
- 7. A Park where community involvement is encouraged**
- 8. A well marketed and promoted Park**

Through working to these objectives, we aim to not only achieve Green Flag status, but also to maintain this status throughout the life of this Plan.

#### **1.4 What does this Plan contain?**

The Plan contains eight key sections, each referring to one of our objectives.

At the end of each section, an action plan is provided, setting out our proposed projects in Bunhill Fields to meet that objective over the next five years. In setting these action plans, we strive to be as realistic as possible, bearing in mind available financial and staff resources, and have also given careful consideration to the improvements recommended by our visitors through recent consultation.

## **2. Looking back: What have we achieved over the past 5 years?**

As part of reviewing the management plan it is important to review what has been achieved and how this can influence future objectives. Looking back over the period of the previous management plan between 2009-2014 the key achievements have been:

### **2.1 A well-managed Park**

- Continuing with annual performance and development reviews for all staff.
- Management Plan works in correlation to meet the objectives of the City Gardens Management Plan and Open Spaces Strategy.
- Investing in training for all staff.
- Bi monthly team meetings for all staff.
- Implementation of some of the conservation and repair work, identified in the Conservation Management Plan for Bunhill Fields Burial Ground.

### **2.2 A welcoming Park**

- Ensuring that information boards are updated on a regular basis.
- Wildlife display panel installed on gardeners hut.
- Annual planting of spring and autumn flowering bulbs to the site.
- Displaying and promoting a Bunhill Fields interpretation leaflet.
- Repainted and restored historic railings.
- Cleaned and refurbished benches.

### **2.3 A healthy, safe and secure Park**

- Staff training, learning and development that the City Gardens Team has participated between 2009-2014 include lone working, conflict management, safe urban driving and working at height which all contributes towards the safe working of the Team across all City Gardens sites.
- Reviewing and updating site risk assessment to reflect the management of memorials and headstones. Ensuring the repair programme reflects health and safety requirements as well as restoration and conservation aspirations.
- Carrying out a detailed health and safety audit of Bunhill Fields and the City Gardens work processes.

### **2.4 A well maintained and clean Park**

- Introducing a grounds maintenance management system to schedule and record all maintenance tasks.
- Introducing an annual audit and inventory check of all equipment and tools.
- Selective tree thinning and pruning in the northern section of Bunhill Fields.
- Painting of internal railings with the support of corporate volunteers.

## **2.5 A sustainable Park**

- Selecting peat free plants for Bunhill Fields.
- Introduction of more biodiversity led management style in the north-eastern area of the Burial Ground.
- Bird, bat and insect nesting boxes have been installed to locations in the burial ground. New seed feeders have been installed for smaller bird species.
- 100% of green waste removed from the grounds is recycled.
- Planting of a native hedge funded by the Woodland Trust and sowing of a shady wildflower meadow in partnership with the Friends of City Gardens.
- The introduction of a bee hive in 2009, maintained by the London Bee Keepers Association (LBKA).
- Annual RPSB Big Garden Birdwatch which records species, numbers and patterns of species onsite.
- Annual cleaning and monitoring of nest boxes.
- Planting of native species of woodland wildflowers funded and carried out by corporate volunteers.
- Introduction and trial of on-site composting.

## **2.6 A Park that addresses conservation and heritage**

- Ensuring any improvements or conservation works are completed in accordance with the 2006 Conservation Management Plan which outlines the heritage and conservation aspects of the site as and when funding permits.
- Mulching all shrub bed and hedge bases annually to suppress weeds and retain soil moisture.
- Creating and enhancing habitats to encourage diversity of flora and fauna.
- Routine annual inspections of all trees by an arboricultural consultant.
- Over the last five years £265,000 has been spent on restoring and conserving the headstones, railings and paving.

## **2.7 A Park where community involvement is encouraged**

- Retaining links with local schools and community groups through talks and events.
- Annual Green Garden Lunchtimes took place in June between 2007 and 2013 which promoted local businesses and organisations through a series of lunchtime talks and workshops.
- The City Gardens team worked in partnership with the Barbican Children's Library to deliver the Big Read 'Summer Reading Challenge' event at Bunhill Fields Burial Ground.
- Children from the Lyceum Primary School have taken part in willow weaving at Bunhill Fields.
- City Gardens, Barbican Library and Friends of City Gardens ran a Victorian Family Games day in 2014 which included storytelling, over 40 young people attended.

- An eighth of the site has been actively managed by Friends of City Gardens since 2013.

## **2.8 A well marketed and promoted Park**

- City Guides conduct a walk every Wednesday between April and October which provide visitors with information on the historical and horticultural significance of Bunhill Fields.
- Distribution of map and historical information onsite.
- City Gardens Website updated to include a dedicated page to Bunhill Fields Burial Ground
- Production of posters to advertise events and activities.
- Contributing to the Open Spaces Department annual report.
- The design and implementation of a treasure hunt by corporate volunteers focusing on the history and surrounding environment of Bunhill Fields.
- Participate in Open Garden Squares Weekend with walks and activities for visitors.

## **3. Site Description**

Bunhill Fields Burial Ground is a 3.5 acre (1.4 hectare) public park situated in the London Borough of Islington between City Road and Bunhill Row. It consists of two parts, a southern burial area containing approximately 2,300 tombstones, which are railed off for safety; and a garden area in the northern half of the site.

### **3.1 The Burial Area**

The layout of this area dates largely from the enhancements by the City of London in the 1860/70s, although the main east west path pre-dates these. The minor path layout and the mature plane trees date from this late Victorian phase, when the memorials were also straightened and inscriptions re-cut. The current internal railings enclosing the memorial areas are 20<sup>th</sup> century and likely to have been part of the 1960s works. The gardeners' hut, a brick and slate tiled building, also dating from the 1960s improvements, is partially within this area.

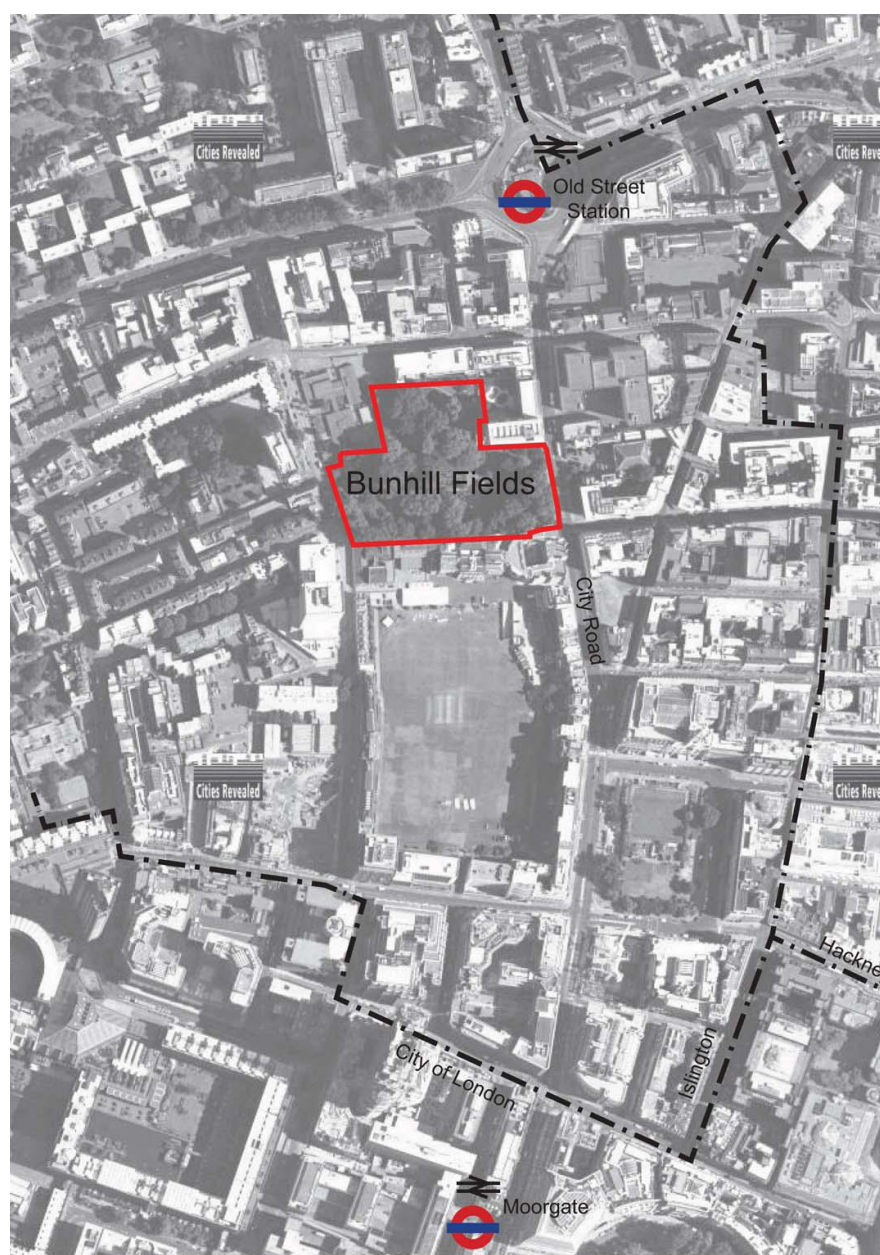
The area is dominated by the numerous memorials, which create an intricate landscape, mainly of simple headstones, but with some more complex chest and table tombs and occasional variations in form, height and richness of decoration. The area is shaded by trees which encourage the growth of lichen, moss and ferns, adding to the romantic atmosphere of the burial ground. The trees include a number of mature plane trees which provide a canopy at a high level, but the younger trees are of more varied species. The trees are set in short grass with spring bulbs adding seasonal spots of colour, although the canopies of the trees tend to prevent the grass from thriving.

### **3.2 The Garden Area**

This area encompasses the large northern section of the site and two smaller open areas within the southern section, the layout of which dates from Peter Shephard's design of the 1960s. This provided a simple, large, open grassed area, lightly shaded by trees and enclosed by a winding path and shrub beds which defined sheltered seating areas around the perimeter. The main open area within the southern section to the east provides another sitting place and forms the setting for important memorials (Blake, Defoe and Bunyan). In some cases the location of memorials are not in the exact location of the

original burial, most notably being that of William Blake and members of his family. The Bunhill Fields Burial Ground Conservation Management Plan outlines that the location of the actual grave of William Blake is known with support from both City of London Corporation and The Blake Society to install a memorial on exact location of his grave.

The minor open area, to the west, is the setting for Dame Mary Page's unusual memorial. The site has a long history as a burial ground, but is most significant for its Nonconformist connections, dating from the 18<sup>th</sup> and 19<sup>th</sup> centuries. Its current layout dates from two key phases of work carried out in 1860s and 1960s; both of which contributed to its mixture of burial areas and recreational areas. It has been managed by the City of London since the 1867 Bunhill Fields Burial Ground Act which ensured its role as an open space for the public to enjoy.



**Figure 1: Location plan of Bunhill Fields**





**Figure 2: Site Map of Bunhill Fields**

### 3.3 Facilities and features

Bunhill Fields contains the following man-made physical characteristics:

#### Open Space

- Over 12,000m<sup>2</sup> of ornamental lawn
- Approximately 120 trees
- Approximately 320m<sup>2</sup> of shrub and herbaceous areas

#### Park infrastructure

- 2,300 Memorials
- Approx 715 metres of railings
- 1,258 m<sup>2</sup> paving
- Approximately 35 Park benches
- 2 entrance sign boards and 1 lockable notice board
- Gardeners Hut
- Staff yard and storerooms
- One public toilet

### **3.4 Natural characteristics**

The deepest layer below London is that of the old, hard rocks of the Paleozoic era made up of mudstones and sandstones. Above this are the Devonian old red sandstones. During the Cretaceous impermeable Gault clays were laid; these were followed by the Upper Greensand layer and then the thick layer of chalk which forms the basis of the London Basin with outcrops as the North Downs and the Chiltern Hills.

This basin has been infilled with a series of sand and London clay layers all laid down during the Tertiary period. These have been covered by deposits of gravel and sand terraces resulting from the last ice-age when the River Thames was diverted to its present position. In places, there are deposits of brick-earth, which is a mixture of clay and sand that has supported London's long-standing brick-making industry. Atop these natural layers are the deposits of hundreds of years of human occupation. In the oldest parts of the City of London and the City of Westminster this layer can be up to 6 meters deep.

The topography of Bunhill Fields is generally flat and the Ordnance Survey grid reference is TQ326822.

### **3.5 Ecological characteristic**

Bunhill Fields is also considered a site of Borough Importance for Nature Conservation (Grade 2) The site is noted in the City of London Biodiversity Action Plan 2010-2015. There are a number of bird and bat boxes within the site and the on-site staff also maintains bird feeders. Where possible planting is being selected to improve biodiversity of the site.

### **3.6 Historic characteristics**

Bunhill Fields is registered as a Grade I entry on the National Register of Parks and Gardens. In addition to this 75 individual tombs were individually listed in February 2011. This makes Bunhill Fields unique in being one of a group of seven Grade I registered cemeteries in London. The boundary walls, railings and gates are also individually listed at Grade II. The burial ground is located in the Bunhill Fields/Finsbury Square Conservation Area at risk and therefore English Heritage have entered it on the Heritage at Risk Register which publishes annually. In addition the burial ground is within the Moorfields Archaeological Priority Area.

### **3.7 Local area characteristics**

Bunhill Ward in which Bunhill Fields is located has an estimated population of 12,150.

In the 2011 Census, approximately 48% of the London Borough of Islington's population were recorded as white, 20% white: other, 13% Black, 9% Asian, 6% Mixed and 3% other ethnic groups. The resident population of Islington Borough is 206,100 as per the 2011 census data, a growth of approximately 27,000 people since the 2001 census. Islington has a predominantly young population with the average age being 34 years. It also has a high number of single person households at 31%. Islington's residents who are employed are largely very well qualified. However, there is a high proportion of unemployed with 27% of the population living in social rented housing.

### 3.8 Opening hours

Bunhill Fields is open every day of the year from 7:30am until dusk, apart from Christmas Day, Boxing Day and New Year's Day. The closing times are adjusted monthly to take into account changes in daylight hours, as follows:

**Table 1: Bunhill Fields Opening Hours**

Month	Closing Time
November, December and January	16:30
February	17:30
March	18:30
April	20:30
May, June and July	21:30
August	20:30
September	19:30
October	18.30

## **4. Objective 1: A well-managed Park**

### **4.1 Introduction**

Although located in the London Borough of Islington, Bunhill Fields Burial Ground has been owned and managed by the City of London since 1867 and is only a small part of the 4,434 hectares of open space provided by the City in and around London as part of its commitment to sustaining a world class City.

### **4.2 The City of London Corporation: working for a World Class City**

The City of London Corporation is responsible for the financial and commercial heart of Britain – the City of London. The policies it pursues and the high standard of service it provides are dedicated to maintaining and enhancing the City of London's status as the world's leading international financial and business centre. Among local authorities, the City is unique – it is the oldest in the country, combining its ancient traditions and ceremonial functions with the role of a modern and efficient local authority. It also operates on a non-party-political basis through the Lord Mayor of the City of London and the elected Members and Aldermen of the Court of Common Council.

The City's responsibilities include the full range of services usually provided by a local authority, such as planning, housing, education, social services, environmental health and waste management – all geared to meeting the needs of the City's residents, businesses and workers.

However, the City also provides a range of additional services for the benefit of the City, London and the nation as a whole. This includes being the Police authority for the City of London, the port health authority for the River Thames, ownership and management of the world renowned Barbican Centre and being the third largest sponsor of the arts in the UK.

### **4.3 Open space management**

The City of London's commitment to open space management dates back to the 1870s when, in response to the rapid disappearance of many public open areas to make way for the building of new suburban homes and city offices, it embarked on an ambitious project to safeguard some of what remained.

As a result two Acts of Parliament were passed in the 1870s that granted the City of London the right to acquire and protect land within 25 miles of the City for the recreation and enjoyment of the public. This far-sighted policy was the inspiration behind the later Green Belt movement, designed to protect the countryside around London and other British cities from urban sprawl.

#### **4.4 The Open Spaces Department**

All management of City owned Parks and open spaces is carried out by the Open Spaces Department, which is divided into five Divisions:

- Parks & Gardens (City Gardens and West Ham Park)
- Epping Forest
- North London Open Spaces (Hampstead Heath, Queens Park, Highgate Wood)
- City Commons and Burnham Beeches
- City of London Crematorium

All of the sites managed by the Department are legally protected as permanent open spaces, which prevent them ever being developed. With the exception of the City Gardens and the City of London Crematorium, all are funded from the City's own resources at no cost to the public.

The Director of Open Spaces is responsible for overseeing the overall management of the Department and agreeing objectives for each site with the individual Divisional Superintendents. The Director has been instrumental in forming twelve cross-departmental working groups in order to share best practice, agree policies and formulate a consistent approach for specific areas of work. Each working group is chaired by a member of the Departmental management team and is attended by at least one representative from each site.

The Director's team also produce an annual Business Plan, which defines the overall departmental strategic objectives and values and key objectives. The department has five values: quality, inclusion, environment, promotion and people.

The importance of the City's open spaces is widely recognised nationally. Burnham Beeches and Ashted Common are classified as National Nature Reserves, Epping Forest and Burnham Beeches are both Special Areas of Conservation and many of the other areas contain Sites of Special Scientific Interest. In total, it is estimated that over 30 million visits are made to the City's open spaces each year.

As a major provider of open space in and around London, the City has also been a founder partner in a number of London wide initiatives to promote and protect green space, including the London Parks and Green Space Forum.

A map indicating the location of all the sites managed by the Open Spaces Department is shown below. Further information on each site can be found on the [City Gardens website](#).

#### **4.5 Open Spaces Strategy**

The City of London Open Space Strategy was produced in in order to ensure that the City's gardens are attractive, healthy and sustainable spaces for the City's community. The vision for open space in the City is as follows:

“The creation of a network of high quality and inspiring open spaces which helps ensures an attractive, healthy, sustainable and socially cohesive place for all the City’s communities and visitors.”

The Strategy identified 10 Strategic Objectives which are key in achieving the vision of open space in the City, these are:

- Maintain and increase public access to existing open spaces and enhance the quality of these spaces, in terms of both design and management.
- Increase the amount of high quality public open space in order to maintain the existing City-wide ratio of 0.06 ha per 1000 week day day-time population and focus efforts on creating additional public open space in the east of the City, particularly in the Eastern Cluster and the Aldgate area.
- Ensure that all open spaces are designed and managed to be safe and accessible to all and, where appropriate, enable opportunities for different activities at different times of the day and year, including as outdoor work spaces.
- Provide, where appropriate; additional play opportunities that are accessible to all in existing and new spaces.
- Ensure that existing and new spaces make a positive contribution to the biodiversity value of the City through appropriate plant choice and habitat creation
- Ensure that enhanced and additional open spaces accord with high standards of sustainable and inclusive design, construction and management and take account of the potential changes to the City’s climate, particularly the urban heat island effect.
- Increase the provision of private and communal residential amenity space (balconies and roof terraces) and communal amenity green space for office workers (including indoor and outdoor gardens) in appropriate locations.
- Effectively manage the temporary loss of any open space during construction projects and ensure that high quality open space of equivalent or greater size is established as soon as possible following the necessary works.
- Promote the potential contribution open spaces can make to the improved health and well-being of City and wider communities.
- Increase public awareness and understanding of the different types of open space in and around the City and encourage the City’s communities to make the most of open spaces and to help maintain and improve them.

A detailed plan to deliver the strategy over the next 5 years in the short and medium term has been developed.

#### **4.6 Management of Bunhill Fields Burial Ground**

Bunhill Fields comes under the management of the Superintendent of Parks and Gardens who has overall responsibility for the following:

- Management of Bunhill Fields Burial Ground.
- Management of over 200 gardens, churchyards and planted areas in the City in London, including Finsbury Circus and the grounds of St Paul's Cathedral.
- Management of West Ham Park.
- Maintenance of Barbican Lakes and landscaping around the Barbican Estate, the City of London Scholl and the City of London School for Girls.
- Production of over 200,000 bedding plants a year at our Nursery in West Ham Park for the use in the City Gardens, West Ham Park and Hampstead Heath.
- Provision of floral decorations at ceremonial functions at the Guildhall and Mansion House.

#### **4.7 1960 City of London (Various Powers) Act**

Bunhill Fields has been managed as a public open space by the City of London since 1867, initially under the Bunhill Fields Burial Act, 1867, but is now maintained under the City of London (Various Powers) Act, 1960. Under this Act, the freehold interest of the land was passed from the Church Commissioners for England to the City of London. As a result the City of London holds and administers Bunhill Fields Burial Ground as a memorial burial ground accessible to the public.

Under the 1960 Act, the City has certain powers to maintain and improve the burial grounds and to determine the extent, time and manner of public access.

#### **4.8 Restrictions and Covenants**

- The City of London has a boundary agreement with the Honourable Artillery Company (HAC) which owns the wall forming the southern boundary of Bunhill Fields. The City of London has the following rights to the wall: Right of support provided by the wall to the burial ground
- Right to retain and maintain plaques on the wall
- Right to remove graffiti
- Right to make good any damage or disrepair to the wall, but having no obligation to do so

The land adjoining the northeast corner of Bunhill Burial Ground was developed in 1996 to convert an office building into residential apartments. Due to Building Regulations a covenant was included in the title deeds of the property which states that the City will not construct or erect any building structure within 2.96m from the western elevation of the apartment building. The main impact of this on Bunhill Fields is that any future development of the maintenance store and yard will be constrained. As compensation for

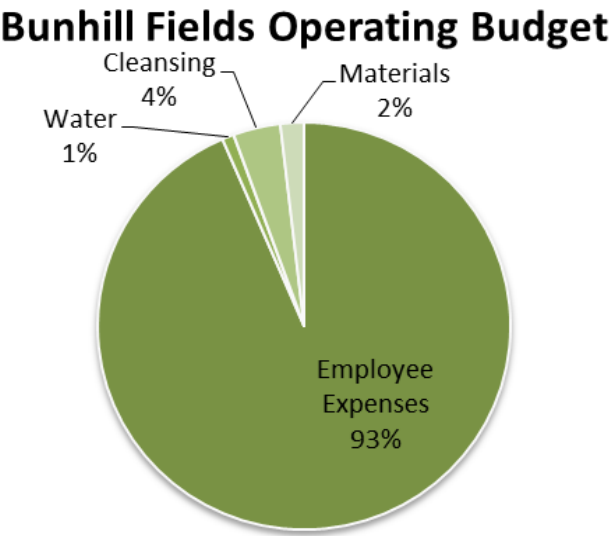
this restricting covenant, a small triangle of land in the northeast corner was given back to Bunhill, a new section of wall and railings have since been installed to take the City Road boundary to that corner.

**4.9 Operating budget**

The typical annual expenditure budget for Bunhill Fields under the control of the Open Spaces Department is c. £108,000 paid for out of the City of London’s private cash.

**4.10 What is our budget used for?**

A large proportion of our total annual budget in each area is committed to fixed costs (such as salaries and utilities) and essential service provision, leaving only a small percentage for discretionary spend on repairs, maintenance and improvements projects. A typical breakdown of annual expenditure is indicated in the chart below:



**Figure 3: Bunhill Fields Operating Budget**

In addition a separate repairs and maintenance budget of £31,000 is held by the City Surveyor’s Department to carry out reactive and emergency works to paving, memorials and railings.

**4.11 Budget constraints**

In common with all areas of the City of London, we have been required to operate on a ‘nil budget growth’ basis for a number of years. In latter years there has been minimal inflation increase added to the budgets and with rising utility and other associated costs, it is becoming more difficult to meet the cost of all the services we provide. As it is unlikely that additional resources will be made available from the City for some time, the project lists in this Plan have been produced on that basis. However, it is likely that City Gardens will be subject to further budget cuts over the next five years, the list of proposed projects will have to be reviewed accordingly.



#### **4.12 Staff Structure**

Bunhill Fields is overseen by the Superintendent, with the City Gardens Manager having responsibility for the overall management of Bunhill Fields.

The City Gardens Manager and support team are all based at the Open Spaces office in central London. In addition, the garden team are based in several sites around the City; the main depot being at Blackfriars.

City Gardens currently employs a total full time equivalent of 32 staff. The Manager is supported by a Supervisor and four Team Leaders - each managing a team of Gardeners, and four support staff. Following the bringing in-house of the grounds maintenance contract, we have been fortunate in retaining a long serving team.

#### **4.13 Investment in People**

In 2014, the Open Spaces Department were successful in gaining accreditation in Investors in People (IiP), the national standard for good practice in the learning and development of people in organisations. The scheme focuses on providing evidence to support the key ten indicators of the scheme. The City of London Corporation has retained accreditation for 3 years at the bronze standard but will be working towards achieving Gold over the coming 3 years.

#### **4.14 Staff training, learning and development**

Whilst good progress has been made over the past year, there is still a significant amount of staff development required, including 'core' areas such as health & safety, IT and the operation of machinery and equipment. When combined with the personal development aspirations of many staff and the desire to continue with the 'work shadowing/site visits' programme, there is an ambitious programme to be delivered throughout the life of this Plan.

The City Gardens team are working towards ensure each staff member has individual learning and development plan; setting out what is planned during the next one to five years.

#### **4.15 Annual performance & development reviews**

All staff receive an annual review in order to provide a dedicated opportunity to talk on a one to one basis with their line manager about a range of development issues including personal objectives, competencies and training.

#### **4.16 Engaging and involving all staff in decisions**

We are fortunate to have a considerable number of motivated and committed staff who wishes to be involved in shaping future plans and setting priorities and continue to encourage further staff involvement through bi monthly staff meetings, annual staff consultation events.

#### **4.17 Recruitment and induction**

To ensure we recruit staff of a sufficient calibre, we provide potential candidates with a range of information prior to interview, including guidance on the City Gardens, the role and our overall objectives as a team. During interview days, we involve as many staff as possible in order to get a balanced view from the teams.

On appointment, a detailed induction checklist is followed to ensure the best possible start for new staff, and progress is reviewed carefully at regular meetings with the line manager throughout the first year of employment.

#### **4.18 Data Management**

The City of London has a Geographical Information System (GIS) and this is used to develop and maintain accurate electronic site plans for all areas maintained by the City. In 2009 Site survey Computer Aided Design (CAD) drawings were updated for all gardens, churchyards and open spaces in the Square Mile that are being maintained by the City Gardens Section. We also work with GiGL (Greenspace Information for Greater London), the data record centre for the whole of London. Any ecological data recorded at any of our Open Spaces sites is sent to them to add to their database. To enable detailed information about each tree to be stored electronically and linked to a GIS based map and image library, the Arbortrack tree management software is used.

A wide range of data and information relating to Bunhill Fields is held on an electronic and hard copy filing system in the City Gardens Office. All electronic information is available to all of the City Gardens and is backed up daily.

#### **4.19 Green Flag Award and Green Heritage Award**

We recognise and support the need for independent external assessment of how Bunhill Fields is being managed in order to generate ideas, promote Bunhill Fields and encourage new thinking.

The Green Flag Award is the national standard for parks and green spaces in England and Wales. The award is managed by the Green Flag Plus Partnership made up of partners from a consortium comprising of Keep Britain Tidy, the British Trust for Volunteers (BTCV) and Green Space who now manage the scheme on behalf of Department of Communities and Local Government (CLG).

The award scheme began in 1996 as a means of recognising and rewarding the best green spaces in the country. It was also seen as a way of encouraging others to achieve the same high environmental standards and to create a benchmark of excellence in recreational green areas. Awards are given on an annual basis and winners must apply each year to renew their Green Flag status.

Since 2008 Bunhill Fields has achieved Green Flag/ Heritage Site accreditation which recognises the historical importance of the site and its interpretation to others. In addition to the criteria of the Green Flag award the acknowledgement and understanding of the heritage value of the site must be demonstrated.

The City is committed to the continuous improvement of all its open spaces through regular external assessment. To achieve this, the City has been a supporter of the scheme since it was introduced in 1996.

#### **4.20 Working with the London Borough of Islington**

As Bunhill Fields is located in the London Borough of Islington we regularly work with officers on certain issues such as tree works (where we must apply for Conservation Area Consent), and planning permission for major works.

We also work with local schools in the area for a range of environmental and historical educational events. The Lyceum Primary School also uses Bunhill Fields as a play area during the day.

We recognise the responsibility we have to contribute towards outdoor leisure opportunities in the area, and therefore support their key priority of making Islington 'Cleaner, Greener and Safer'

#### **4.21 Designations**

There are a number of designations made on Bunhill Fields which impact on its management:

- Registered as a Grade I entry on the National Register of Parks and Gardens.
- 75 of the tombs have been individually listed as either Grade II\* or Grade II.
- It is part of the Bunhill Fields and Finsbury Square Conservation Area, which is listed on the Heritage At Risk Register compiled by English Heritage as a Conservation Area at risk.
- The London Borough of Islington's plan is formed of both The London Plan and Islington's Local Plan. The latter also refers to:
- Ref No CA22: The Bunhill Fields and Finsbury Square Conservation Area
- Finsbury Local Plan (Area Action Plan for Bunhill and Clerkenwell)
- As an Archaeological Priority Area (ref. D43-45);
- As a Site of Borough Importance (Grade II) for Nature Conservation (ENV 21-23, 28)

## 5. Action Plan for Objective 1: A Well Managed Park

In order to support the objective of providing a well managed Park, the following projects and actions are proposed during the life of this Plan.

**Table 2 - Objective 1: A Well Managed Park**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 1a	Deliver an individual annual learning and development plan for all City Gardens staff.	CGMP	2015-2020	Low	Achieved and on-going.
OBJ 1b	Apply for grant funding to enhance all aspects of the site.	CMP OSBP	2017-2020	High	Reliant on success and personnel to coordinate application.
OBJ 1c	Review applicability for an apprenticeship scheme in the City Gardens Team.	OSBP	2016/17	High	Reliant on success with City Bridge Funding application in 2015.
OBJ 1d	Undertake re-assessment in Investors in People.	OSBP	2019	High	Achieved corporately in 2014.
OBJ 1e	Maintain Green Flag status annually.	OSBP	2015 - Ongoing	Medium	Achieved Green Flag status since 2008.

### 5.1 Key for Table

- OSBP – Open Spaces Business Plan 2014/17
- KPI – Key Performance Indicator Targets for section.
- Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000
- CGMP – City Gardens Management Plan 2011- 2016
- CMP – Bunhill Fields Burial Ground Conservation Management Plan 2006

## **5.2 Additional desirable projects**

- Whilst funding is not available at present for all of these projects, we will continue to explore any additional funding opportunities offered during the life of this Plan: With the introduction of a high quality visitor centre including a café on site (subject to external funding), staff on site will need to undergo appropriate training so that the potential of the centre is realised.
- Staff presence on site is currently only during weekday core opening hours (7.30am to 3.30pm) throughout the year. To fully realise the historical value of this site, the optimum presence would be every day for the duration of the site being open. This increased presence could potentially be supported by volunteers and the Friends of City Gardens.

## 6. Objective 2: A welcoming Park

### 6.1 Accessing Bunhill Fields

There are two entrances to Bunhill Fields; one on Bunhill Row and the other on City Road. Both entrances have signage welcoming visitors to the site. The signs contain a large City of London logo as well as further details identifying who owns and manages Bunhill Fields, opening and closing times, contact details, a brief symbolised version of the bye-laws, a map of the site showing the location of key graves and a brief summary of the sites history. In addition, a 24 hour emergency number is also featured on the signs. There is also a notice board on the staff hut to inform visitors about various events taking place throughout the year.

### 6.2 Something for everyone

A key part of our vision for Bunhill Fields is to provide facilities for all. Our overall aims for the key elements of the site during the life of this Plan are as follows:

- **The Garden:** we will continue to develop and maintain this area as a tranquil, but well used, high quality horticultural space based on the design of Peter Shephard.
- **Burial Area:** we will continue to maintain this area as a tranquil resting ground and seek to carry out regular maintenance of the memorials in order to allow people to continue to visit the memorials safely.
- **Footpaths:** we will carry out regular inspections and repair of all footpaths with the aim of maintaining their current layout, width, surface treatment and improving the level of accessibility.
- **Park furniture:** we will continue to maintain the benches, railings and signs in Bunhill Fields, and ensure that they are regularly inspected and refurbished. If replacements or temporary additions are required, they will be in the same style, and will be purchased from sustainable sources.
- **Toilet facilities:** we will continue to explore funding opportunities to allow for them to be re-opened and maintained.
- **Buildings:** we will preserve all buildings and structures through regular inspection and maintenance; and ensure that they continue to be fit for purpose.
- **Trees:** we will continue to manage our diverse tree stock with the aim of maximising its amenity, historical and wildlife value through regular inspection and high standards of arboricultural care.
- **Information and assistance:** we will continue to ensure that a minimum of one member of staff is on duty during core opening times. We will also improve the availability of Park literature by installing further leaflet dispensers and an improved information point at the staff hut.

### 6.3 Memorials

Bunhill Fields contains a number of commemorative benches donated by park users. Due to the large number of trees already in Bunhill Fields, no commemorative trees are currently accepted.

### 6.4 Site accessibility

All paths within Bunhill Fields are in a reasonable state of repair with no steep slopes. The entrance from City Road is level; however the entrance from Bunhill Row has a 5cm step from the pavement.

### 6.5 Addressing the Disability Discrimination Act (1995) requirements

The City of London's Equal Opportunities Policy states that 'promoting equality will enrich our service delivery and ensure that our services are fair and sensitive to peoples needs'. In order to achieve this, the City aims to:

- **ensure** staff are trained to meet the needs of disabled people
- **ensure** that premises and services are physically accessible to all that need to use them
- **provide** information in a medium most appropriate to the needs of the person requiring it
- **provide** communication aids to ensure that disabled people can both understand the service being provided and be understood by the service provider
- **involve** disabled people in the planning, monitoring and evaluation of services to ensure best practice and continuous improvement
- **continue** its commitment to the recruitment and retention of people with a disability

The Disability Discrimination Act (DDA) 1995 makes it unlawful for service providers to discriminate against disabled people.

### 6.6 Our progress to date

In order to assess the work required at Bunhill Fields to meet the DDA, an access audit was commissioned in 2005. The complete report is reproduced as Appendix 15 of the Bunhill Fields Burial Ground Conservation Management Plan.

In summary, the audit found that Bunhill Fields offers good accessibility, although a number of improvements were recommended to assist the access, movement and safety of both the public and staff when using the site. Some of these have been addressed through a previous DDA action plan in conjunction with the City Surveyors Department and have been incorporated, where possible, into the project lists in this Plan. In planning any new future projects, developments, and initiatives for Bunhill Fields, full consideration will be given to the access needs of all visitors.

## **Getting to Bunhill Fields by public transport**

Bunhill Fields is easily accessible by public transport by bus, underground and national rail.

The following bus services pass along the City Road:

- 21: Lewisham Centre to Newington Green
- 43: Halliwick Park to London Bridge Station
- 76: Tottenham Hale Bus Station to Lower Marsh
- 141: London Bridge to Palmers Green
- 214: Highgate School/Hampstead Lane to Finsbury Square
- 271: South Grove to Finsbury Square

The nearest underground stations are:

- Old Street (Northern Line): 10 minute walk.
- Moorgate (Circle, Hammersmith & City, Metropolitan and Northern Lines): 15 minute walk.

The nearest National Rail stations are:

- Old Street: 10 minute walk
- Moorgate: 15 minute walk Barclays Cycle Hire Docking Stations
- Bunhill Row, Moorgate
- Finsbury Square, Moorgate



## 7. Action Plan for Objective 2: A Welcoming Park

In order to support the objective of providing a welcoming park, the following projects and actions are proposed during the life of this plan.

**Table 3 - Objective 2: A Welcoming Park**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 2a	Provide interpretive media in alternative formats (i.e. QR codes, website, and posters).	CMP	2016/17	Medium	On hold until funding identified.
OBJ 2b	Review and update the accessibility of internal walkways to improve accessibility of City Guides guided walks.	CMP	2018/19	Medium	Dependent on funding.
OBJ 2c	Additional signage on external gates to include name of site, contact details, opening times and no cycling pictogram.	CMP	2019/20	Medium	Funding required.
OBJ 2d	Interpret generations of visitors by highlighting footfall that has affected the York stone paving.	CMP	2017/18	Medium	Dependent on funding.
OBJ 2e	Develop an audio tape to tell the story of Bunhill Fields.	CMP	2016/17	Medium	Dependent on funding.
OBJ 2f	Update entrance map to reflect City of London, Open Spaces identity which will provide clearer and more accessible information.	CMP	2017/18	Medium	Funding dependent.
OBJ 2g	Provide a tactile plan of Bunhill Fields.	CMP	2016/17	Medium	Dependent on funding.

#### Key for Table

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- OSS – Open Spaces Strategy 2014
- CGMP – City Gardens Management Plan 2011- 2016
- HSAR – Annual City Gardens Health and Safety Audit Review
- CMP – Bunhill Fields Burial Ground Conservation Management Plan 2006
- KPI – Key Performance Indicator Targets for section
- Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

#### **7.1 Additional desirable projects**

Whilst funding is not available at present for these projects, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- Resurface the pathways within the fenced-off burial areas to a resin bound shingle type of material to improve access for those who have impaired mobility.

## **8. Objective 3: A healthy, safe and secure Park**

### **8.1 Health and well being**

Visitors to Bunhill Fields can enjoy a number of activities that promote healthy living.

### **8.2 Guided walks**

City Guides lead a walk every Wednesday throughout the summer and provide visitors with information on the historical and horticultural significance of Bunhill Fields. The on-site gardener is also available to take visitors into certain sections of the burial areas upon request.

### **8.3 Quiet relaxation**

The Garden provides an area where visitors can relax and contemplate in a quiet and beautiful environment. Secured seating has been positioned to enable enjoyment of attractive views throughout the year.

### **8.4 Equipment and facilities**

A public toilet is located near Blake's memorial. Due to space constrictions it is currently not possible to provide access to disabled users, however if funding became available this would be a priority.

#### **First aid assistance**

There is a first aid kit available at the gardeners' hut and in an emergency ambulances are able to access the site. On site staff are also first aid trained.

### **8.5 Park furniture**

All Park furniture is inspected on a weekly basis, with ad hoc visual inspections also carried out daily by the on-site staff as part of other duties. All benches are secured for safety and to prevent movement and as such, usually receive their annual painting/treatment in situ.

### **8.6 Site inspection**

To ensure that safety systems put in place are working, regular inspections are carried out both internally and externally. All inspections relating to the buildings in City Gardens are managed by the City Surveyors department. These checks include:

- Legionella checks in the water system
- Electrical circuit and Portable Appliance Testing (PAT)
- Building fabric inspections and repairs
- Fire and security alarm system servicing

Visual inspections at the site are carried out on a daily basis by staff as part of regular duties. However, a more thorough weekly/monthly and annual inspection is also carried out as follows:

- Annual tree inspections
- Massaria inspections undertaken three times a year

- Annual memorial safety inspections
- Five yearly structural inspection for large memorial
- Workplace (mess-room) inspections every month
- Vehicle inspections on a monthly basis
- Ladders & safety platforms – quarterly
- Hard hat & harness system inspections once a year
- Machinery inspections every quarter
- Drivers licence checks on an twice a year

Any serious defects identified at the site are reported to the Team Leader for action. Inspections are recorded, and checks are also carried out to ensure that the statutory inspections, that are the City Surveyor Departments responsibility, have also been conducted. Any issues arising from the inspection which are not under our power to resolve are logged on a separate defects sheet and passed onto the relevant person / department for actioning.

Although all City of London Corporation owned trees are subject to an annual inspection and in the case of mature London Plane trees more regular inspections as a result of the Massaria City Gardens staff carry out regular visual ground inspections, particularly following any severe weather.

If any graffiti or vandalism is noted through site inspections and are dealt with as soon as possible. However, with the exception of a few isolated incidents, Bunhill Fields has not experienced serious problems in this area for a number of years.

### **8.7 Security in Bunhill Fields**

Bunhill Fields has an on-site gardener who carries out horticultural and cleansing duties as well as showing visitors to memorials where requested. During the summer months the staff member is supported on a part-time basis by a second gardener. Staff are supplied with a mobile phone and specifically identified staff are provided with a Skyguard which is monitored personal safety device as part of lone working.

### **8.8 Park bye-laws**

Although staff regularly refer to the bye-laws and informally enforce them when dealing with anti-social behaviour by asking people to leave Bunhill Fields, they do not have the power to prosecute, and as such, rely on assistance from the local Police in dealing with persistent issues.

The bye-laws were last fully revised in 1912, and it is acknowledged that they would benefit from a City Gardens wide bye-laws review, but to undertake this would be dependent on available resources in the appropriate department. Although City Gardens receive occasional enquiries regarding the reasoning for the 'no cycling' bye-laws, these are still outweighed by other requests that we do more to enforce these laws. In reality, despite whatever measures we put in place, there will always be a minority of Park visitors who will not follow certain bye-laws.

## 8.9 Control of dogs

The bye laws state that dogs are to be kept under control at all times, and that dog owners should clear up after their animals. The on-site gardener does remove any dog fouling that has been left behind when undertaking cleansing duties.

## 8.10 Police support

Bunhill Fields falls within the Metropolitan Police boundaries and as such is included on their patrols. They can also provide a rapid response or a more targeted support service where requested.

## 8.11 Vehicle management

Vehicle safety procedures aim to reduce movements to an absolute minimum. Wherever possible, we avoid having vehicles in Bunhill Fields at all, but where it is essential, all vehicles operators must be informed of, and adhere to, our vehicle safety guidelines:

- **maximum** speed in Bunhill Fields is 5mph; hazard lights must be used at all times
- always give way to all visitors and staff
- all vehicles must be fitted with a reversing bleeper
- in the event of having to reverse on site, a banksman must be used
- due to the size restrictions of the main gate off City Road and the presence of burial vaults under the main path the maximum weight of vehicle permitted is 1 tonne (although smaller vehicles should be used wherever possible)
- any contractors' vehicles entering the site be provided with a permit outlining these procedures

## 8.12 Health and Safety

Under the Health & Safety at Work Act (1974), the City has a clear responsibility to conduct all its activities at Bunhill Fields in such a way as to ensure, so far as reasonably practicable, the health, safety and welfare of all its employees, contractors and visitors.

Health and safety (H&S) is given a very high priority by the Open Spaces Department, and is formalised through the Open Spaces H&S Management System, which includes twelve key indicators that all Divisions comply with. Each division must have or work towards:

1. **Organisation, Implementation and Communication:** a local H&S Plan and statement, and ensure that it is regularly updated, clearly communicated and understood by all staff.
2. **Risk Management:** Each Division must have Risk Assessments and Safe Systems of Work in place that cover all activities, operations and premises and adhere to current legislation and City Codes of Practice.
3. **Training:** All staff shall receive a thorough H&S induction followed by regular recorded and evaluated training determined by legislation, risk assessments and duties.

4. **Volunteers, Contractors and Suppliers:** local arrangements to ensure that all third parties are working in accordance with H&S legislation.
5. **Accident and Near Miss Reporting:** procedures to ensure the reporting, investigation and analysis of accidents, incidents and near misses in accordance with City and Departmental Codes of Practice.
6. **City Central Support:** arrangements in place with the Department of Technical Services, the Occupational Health Section and the central H&S Section to ensure central support according to the schedules defined in the Open Spaces H&S Policy.
7. **Checklists, Inspections and Maintenance Records:** ensure that all statutory tests and inspections are undertaken in accordance with current legislation and that infrastructure is regularly inspected according to an accurate asset inventory.
8. **Policies:** Based on Departmental guidance, each Division shall define site specific policies (as applicable) on Water Safety, Tree Safety, Play Equipment, Vehicle Safety, Events and Lone Working.
9. **First Aid:** appropriate first aid arrangements relating to training and provision according to current legislation and local risk assessments.
10. **Emergency Action Plans:** plans and procedures to deal with emergencies and disasters.
11. **Fire Safety:** appropriate fire safety equipment, training and procedures based on local fire risk assessments.
12. **Monitoring and Review:** shall consider and review their local H&S Plan on an annual basis, advising the Open Spaces H&S Committee of any key issues arising from this process.

A City Gardens Health & Safety audit is carried out every two years; an action plan is prepared and delivered over the following months before a review is taken each year to ensure progress is made. Health and Safety is an agenda item at all team meetings to ensure staff are made aware of new legislation, share good practice and can review processes.

## 9. Action Plan for Objective 3: A Healthy, safe and secure park

In order to support the objective of providing a healthy, safe and secure Park, the following projects are proposed during the life of this Plan.

**Table 4 - Objective 3: A healthy, safe and secure park**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 3a	Annually review and set the H&S Audit Action Plan.	CGMP	2015 - 2020	Low	On-going.
OBJ 3b	Annual audit trail for all operational inspections.	CGMP	2015 - 2020	Low	On-going.
OBJ 3c	Seek funding to improve and purchase other forms of temporary seating such as deck chairs.	CGMP	2015 - 2020	Low	On-going.
OBJ 3d	Refurbish the toilet and where possible ensure it meets the BS8300 quality of access.	CMP	2017/2020	Medium	*see below.
OBJ 3e	Refresh personal safety training for all staff through approved training provider.	CGMP	2015	Medium	Refresh.
OBJ 3f	Annually review risk assessments for all Park tasks and produce 'working safely' staff guides.	CMP, HSAR	On-going	Low	Reviewed 2014.
OBJ 3g	Review and update policies and guidance for staff on all aspects of Park H&S.	CMP, CGMP, HSAR	On-going	Low	On-going.
OBJ 3h	Undertake a structural audit of large memorials every five years.	HSAR	Annual	Medium	Undertaken in 2014.
OBJ 3i	Undertake a 'wobble test' of all memorials, annually.	HSAR	Annual	Low	On-going.
OBJ 3j	Investigate opportunities to mitigate air pollution on the City Road boundary of the site.	OSS	2015 - 2020	Medium	Dependant on funding

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 3k	Introduce a regular 'green gym' gardening session for volunteers to promote health and wellbeing in the local community.	OSS	2015 - 2020	Low	Dependant on funding

Toilets - Structural building work is required (walls need to be moved) to provide an accessible toilet for disabled people, meeting the requirements of BS8300. This will require substantial funding that we will need to source

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- Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

#### **9.1 Additional desirable project**

Whilst funding is not available at present for this project, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- Install removable or drop-down security barrier at City Road entrance to reduce risk of unauthorised access and encourage cyclists to dismount.
- Refurbish the toilet provision to provide a high level of accessibility and baby changing facilities.



## **10. Objective 4: A well maintained and clean Park**

### **10.1 Grounds maintenance**

Since 2008, the City Gardens team have delivered an in house maintenance service managing the green spaces within the City including Bunhill Fields through a performance rather than a frequency based service delivery. This way of working allows for better measurement and planning of resources and cost. Re-landscaping works are always carried out in the winter due to the lower numbers of visitors.

The City Gardens Manager meets on a bi - weekly basis with the Team Leaders to review current and future works. Progress is also discussed at monthly meetings and site visits between the Manager and Superintendent.

### **10.2 Maintenance standards**

The majority of maintenance tasks can be grouped into main categories. These are set out below, together with brief guidance on our service standards:

- **Litter Collection:** One recycling bin is provided in Bunhill Fields. Litter is not considered to be an issue in the site. However the on-site gardener does make regular rounds throughout the day to pick up any litter.
- **Leaf Clearance:** Full leaf clearance is carried out from October to December, by hand in shrub and flower beds, and by machine from paths and grass areas, with all leaf piles cleared at the end of each working day. In the area maintained by Friends of City Gardens leaves are allowed to accumulate under the tree canopy and collected by hand for onsite composting.
- **Shrub bed maintenance:** Beds are to be kept weed free throughout the year. Watering as necessary to ensure healthy growth and formative pruning, as required, in accordance with the needs of the individual species.
- **Garden grass cutting:** The Garden grass areas are cut not shorter than 25mm and not longer than 45mm which means approximately once a week in the growing season. Clippings are removed and swept off paths at the end of each working day. Following each cut, all lawn areas are edged by hand.
- **Tombstone maintenance:** To be carried out as recommended in the Bunhill Fields Conservation Management Plan.
- **Park furniture:** All park benches are checked daily, cleansed weekly and re-painted annually if required. All railings and fences are redecorated every ten years, but any badly worn areas are treated on an ad hoc basis.
- **General cleansing:** Pathways are swept regularly and leaf fall is picked up on a daily basis during autumn.

### **10.3 Litter and waste management**

The overarching aim of the 'Planning a Sustainable Future for the City of London, Waste Strategy 2013 - 2020' is:

'To increase reuse and recycling and reduce waste arisings and carbon impacts associated with waste management from householders, businesses and visitors within the City, to include City of London buildings and staff.'

### **10.4 Park waste**

Currently any litter collected on site, of which there is very little, is bagged and disposed of either to a waste to energy plant or recycled. Improving the level of recycling in Bunhill Fields and City Gardens as a whole is a priority and various ideas on how to achieve this are currently being reviewed. 100% of green waste is collected and taken off site for composting. In addition, all waste paper, plastic, glass, cans, cardboard and print/toner cartridges generated by offices within the City Gardens are recycled. Office staff are also encouraged to print and copy all documents duplex and to re-use waste.

### **10.5 Tree safety inspections and maintenance**

The Tree Strategy was adopted by the City on 15 May 2012 as a Supplementary Planning Document (SPD) being part of the Local Development Framework (LDF).

The City of London Tree Strategy aims to increase City Corporation owned trees by 5% by 2019 and ensure that all trees in the City are managed, preserved and planted in accordance with sound arboricultural practices whilst taking account of their contribution to amenity and the urban landscape for both current and future generations.

Due to the presence of Massaria affecting London Plane trees across London increased inspections regimes and maintenance have been introduced across the City of London including Bunhill Fields.

Tree inspection procedure has been reviewed; all mature trees are surveyed annually and further quarter of the City's trees are surveyed on a rolling annual programme ensuring entire tree stock surveyed every 4 years.

### **10.6 Grounds maintenance equipment - Induction**

In order to ensure the correct use and care of grounds maintenance tools and equipment, all staff receive an induction from an experienced member of staff before commencing a new task or operation. This system will be developed further to include more detailed records on individual staff competencies and the introduction of annual refresher training

### **10.7 Equipment and machinery**

The equipment and machinery required by Bunhill Fields is stored on-site where there is no public access.

There is a requirement across the Open Spaces Department to set a five year programme for the replacement of vehicles and large equipment. The City Gardens Manager therefore

has a rolling replacement schedule for all grounds maintenance equipment.

In researching replacement options, we are committed to selecting models that reduce environmental impact, both in terms of energy consumption and noise pollution.

#### **10.8 Maintenance of equipment**

City Gardens Team staff undertake basic daily checks of all equipment before use, with any defects reported to the Team Leader in order that repairs can take place as quickly as possible. Each week, a member of staff carries out scheduled checks to all our machinery.

All annual servicing and major running repairs of grounds maintenance equipment is carried out by an external horticultural machinery specialist, who take the machinery away for works, although minor repairs are carried out where possible on site by garden staff.

#### **10.9 Tools & equipment inventories**

Details of all tools and equipment are logged on a digital inventory system, which is updated regularly with information on new purchases or disposals. In addition, all information on the grounds maintenance fleet is recorded on the Open Spaces Department wide Key 2 computer software package. This allows us to monitor the running and maintenance costs of each individual piece of equipment, thus informing decisions on eventual replacement.

#### **10.10 Fuel storage**

For health, safety and environmental reasons, petrol is not stored in bulk on site, but is instead kept in 25 litre containers within locked petrol storage containers.

#### **10.11 Personal protective equipment (PPE)**

All required PPE identified through risk assessments and accepted good practice is issued to the staff on an individual basis. This includes:

- protective suits
- goggles for eye protection
- ear protectors and ear plugs
- gloves

In addition, a range of more specialist PPE is held by Team Leaders to issue for less frequent tasks. An audit of PPE equipment is carried out annually by each Team Leader to identify any requirements for new and replacement equipment.

#### **10.12 Buildings and infrastructure maintenance**

All buildings and infrastructure maintenance is carried out by the City Surveyors Department. They provide buildings and memorial surveys, approved plumbing, electrical and building contractors as required, and also organise a range of statutory tests and inspections. The precise scope of the service provided is defined in a Service Level Commitment produced by the City Surveyors.

The City Gardens Manager and Surveyor meet on a monthly basis to discuss necessary repair and maintenance work, as well as any forthcoming major project work. In addition, a joint site inspection is carried out each July in order to record the condition of key assets and prioritise work for the following year against available resources.

#### **10.13 Long term plans**

To assist the forward planning process, City Surveyors maintain a rolling 20 year condition survey and plan for the repair, maintenance and improvement of buildings and infrastructure in City sites. This is reviewed annually through discussion between the Surveyor, Park Manager and Superintendent, prior to the Surveyor preparing an annual funding bid for the following year's work.

In the event that cyclical maintenance cannot be funded from local risk budgets a bid for supplementary revenue funding of specific projects is made by the City Surveyors Department.

#### **10.14 Minor repairs**

If repair work is necessary throughout the year, this is reported to the Surveyors contact centre by phone or email using a three stage priority system:

- **Priority one:** ensures a response within half a day
- **Priority two:** ensures a response within three working days
- **Priority three:** ensures a response (and quotation if necessary) within ten working days

In scheduling all maintenance work, we aim where possible to select materials and methods that minimise environmental impact, and with new projects, we particularly consider ways in which we can be more efficient with energy and water usage.

#### **10.15 Statutory inspections**

The City Surveyors Department is also responsible for arranging and recording the following statutory inspections to buildings within Bunhill Fields:

- portable appliance (PAT) testing (annually)
- electrical circuit testing (every five years)
- emergency light testing (every six months)
- fire extinguisher and equipment testing (annually)
- water systems temperature and Legionella testing (quarterly)
- roller shutters inspection and service (annually)

### 11. Action Plan for Objective 4: A well Maintained and Clean Park

In order to support the objective of providing a well maintained and clean Park, the following projects are proposed during the life of this Plan:

**Table 5 - Objective 4: A Well Maintained and Clean Park**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 4a	Review existing purchasing practices with an aim to reducing waste through packaging.	OSBP	On-going	Low	Carried out in 2009.
OBJ 4b	Continue to undertake recycling and green waste collections from site.	CGMP OSBP	2015 -2020	Low	On- going.
OBJ 4c	Feasibility study to be undertaken to build a Café and visitors centre.	CMP OSBP	2019	High	Reliant on external funding.
OBJ 4d	Paths are kept clear and clean of debris and algae.	CGMP	On-going	Low	On-going.
OBJ 4e	Continue to update Key 2 with machinery information and servicing.	HSAR	On-going	Low	On-going.
OBJ 4f	Continue with annual tree inspections and works and monitor Massaria closely (3 inspections a year).	HSAR	Annually	Medium	On-going.

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- HSAR – Annual City Gardens Health and Safety Audit Review
- CGMP – City Gardens Management Plan 2011- 2016
- Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

#### **11.1 Additional desirable project**

Whilst funding is not available at present for this project, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- Design and build a café and visitors centre
- Purchase temporary seating in the form of deckchairs for use during the summer months, this was requested feedback from on site visitors surveys

## **12. Objective 5: A sustainable Park**

### **12.1 Environmental Management**

The Open Spaces Department recognises the challenges that the environment faces and its role in promoting good environmental management practice. The Department works hard to take a holistic approach to sustainable management and encourage best practice throughout the Corporation.

To help deliver the policy and to share good practice throughout the Open Spaces Department, a Sustainability Improvement Group (SIG), takes the lead. The SIG meet quarterly to encourage and enable the Open Spaces Department and the City of London Corporation to follow the principles of sustainability in all of its operations and activities. A member of staff from each section of the Open Spaces Department sits on the SIG in order to drive forward sustainable practices across the Open Spaces Department.

An Environmental Sustainability Working Group (SIG) also exists, that consists of representatives from different departments within the City of London. A member of the Open Spaces SIG sits on this group and feeds back to the Open Spaces Department via the SIG. In addition a 'Green Team' made up of members of staff from City Gardens Team, meet three times year to prepare and carry out actions from the audit as well as promoting sustainability activities within the section.

### **12.2 Climate change**

The influence of human activities on climate change is now recognised. For Bunhill Fields, and all open spaces, this presents a management challenge with more extreme weather events having a dramatic effect on hydrology, biodiversity and the built environment.

The City of London Corporation's Climate Change Adaptation Policy provides guidance for both existing and proposed open spaces. The aim of the policy is to reduce the risks to infrastructure and services from drought, heatwaves and flooding which are likely to increase and/or become more extreme due to the impacts of climate change.

Research is ongoing nationally and locally into the possible effects of climate change. This will help predict the long term effects on the local environment of the Park, and provide information on how to help protect Bunhill Fields environment through identifying priorities for improving conservation and sustainable working practices. All developments will be monitored closely during the life of this Plan, and where necessary, changes to landscape management techniques will be made.

### **12.3 Pesticides and Herbicides**

Herbicide use is kept to an absolute minimum and only applied in areas where cultural methods would prove too ineffective. Herbicide treatment at Bunhill Fields is only used when needed at a maximum of three or four times a year. No chemicals are stored at Bunhill Fields with all chemicals securely stored at the City Gardens Depot where full chemical use is recorded.

Pesticide use is kept to an absolute minimum with preference being given to other methods, such as pruning out pest damage or leaving it for natural predators to eradicate.

#### **12.4 Storage of chemicals**

All chemicals are stored in a locked and purpose built store, with all usage logged in a chemical application book. A summary of the chemicals currently used in Bunhill Fields is set out below:

**Table 6 - Summary of chemicals used at Bunhill Fields**

<b>Function</b>	<b>Chemical</b>	<b>Type</b>
Weed killer for use on paved areas	Gallup Amenity	Contact/translocated herbicide
Weed killer for use on paved areas	Roundup Biactive	Contact/translocated herbicide

#### **12.5 Peat use**

The West Ham Park Nursery produces over 200,000 bedding plants a year for use in the City of London open spaces and have for the last 6 years provided all bedding plants in a peat free mix.

#### **12.6 Procurement**

Wherever possible, our aim is that all materials and consumables purchased for use in Bunhill Fields are as environmentally friendly as possible, by ensuring that:

- all shrubs and trees are sourced from sustainable sources
- park benches are provided by a company using timber products from a sustainable source
- all publications produced and used in the City Gardens are printed double sided and on recycled paper
- equipment made from recycled, sustainable or ethically traded material is purchased where practical
- tools and equipment are only replaced when they meet the end of their useful life

#### **12.7 Green Waste management and recycling**

City Gardens carried out a feasibility study in relation to green waste recycling and found that there was no recycling facility within a square mile of Bunhill Fields. To reduce the amount of rubbish and waste going to waste to energy facilities, one recycling bin have been in situ since 2011 to encourage visitors to separate recyclable with non- recycle waste. 100% of City Gardens green waste is composted at Cringle Dock in Battersea except for leaves collected in the Friends area which are composted onsite.

Any plant pots received from West Ham Park Nursery and our plant suppliers are returned there, where they are stored prior to being returned to the manufacturer for recycling.



#### **12.8 Water management - monitoring use**

As part of a City wide drive to reduce water usage, all water meters at the site are read on a monthly basis in order to maintain accurate records of consumption and highlight any potential leaks.

#### **12.9 Mulching**

All shrub bed and hedge base areas in Bunhill Fields are mulched on an annual basis to help retain moisture in the soil.

#### **12.10 Housekeeping: reducing water use**

All staff are aware of the importance of reducing water consumption and are regularly reminded of the need to turn off taps properly, report leaks as soon as possible, carry out watering in the early morning or late evening to reduce evaporation, and to avoid general wastage.

#### **12.11 Energy management - Monitoring use**

Meter readings for all electricity and used in Bunhill Fields are recorded monthly to form annual and seasonal records of usage and to assist us in meeting the Department wide aim of reducing consumption by 5%, prior to a future change to a green energy supplier.

#### **12.12 Housekeeping**

All staff are aware of the importance of reducing energy consumption and are regularly reminded of the need to ensure lights and electrical equipment used in the City Gardens are turned off when not in use and at the end of each working day. Where possible, lights within the City Gardens will be changed to low energy units based on light or movement sensors during the life of this plan.

#### **12.13 Nature Conservation**

Nature conservation and biodiversity are covered in Objective 6, a park that addresses conservation and heritage.

### 13. Action plan for Objective 5: A sustainable Park

In order to support the objective of providing a sustainable Park, the following projects are proposed during the life of this Plan.

**Table 7 - Objective 5: A Sustainable Park**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 5a	Every two years carry out a full sustainability review of City Gardens' practices and develop and implement an action plan.	OSBP CGMP	2016 - 2020	Low	City gardens were audited in 2014 and actions are being prioritised.
OBJ 5b	Investigate opportunities for further on-site recycling of green waste onsite through the creation of bays for leaf mould.	CGMP	2016-2017	Low	
OBJ 5c	Review energy and water consumption and set reduction targets.	CGMP, OPBP	On-going	Low	On-going.
OBJ 5d	Change or all existing light bulbs/strips in City Gardens for low energy units where possible and or install sensor activators.	CGMP, OPBP	2017/20	Medium	Being delivered through internal Sustainability Audit System.
OBJ 5e	Investigate use of electric vehicles in the City Gardens fleet when reviewing retendering fleet contract in 2019.	CMP	2019	High	
OBJ 5f	Purchase more energy efficient tools when replacing existing machinery.	CGMP, OPBP	2015 and ongoing	Medium	On –going.

- Key for Table
- OSBP – Open Spaces Business Plan 2014/2017
- OSS – Open Spaces Strategy 2014
- KPI – Key Performance Indicator Targets for section
- CMP – Bunhill Fields Burial Ground Conservation Management Plan 2006
- HSAR – Annual City Gardens Health and Safety Audit Review
- CGMP – City Gardens Management Plan 2011- 2016
- Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

### **13.1 Additional desirable project**

Whilst funding is not available at present for this project, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- Contract hire an electric fleet of vehicles if and when improved technology allows.
- Replace all powered equipment with energy efficient tools when funding becomes available and when improved technology allows

## **14. Objective 6: A Park that addresses conservation and heritage**

### **14.1 Cultural history**

Bunhill Fields has a rich and diverse cultural history spanning back over 400 years. It is registered as a Grade I in the register of Parks and Gardens and is also on the Heritage at Risk Register because it is located in a Conservation Area at risk. Bunhill Fields is also included in the Moorfields Archaeological Priority Area. In addition 75 of the tombs have been individually listed.

Bunhill Fields is also considered a site of Borough Importance Grade 2 for nature conservation. Although outside of the Square Mile, Bunhill Fields as a site managed by the City Gardens Team is included in the City of London's Biodiversity Action Plan 2010-2015.

### **14.2 A brief history of Bunhill Fields Burial Ground**

The following description is taken from the Bunhill Fields Conservation Plan as compiled by Louise Cooper during 2005 for Land Use Consultants. For more detail please refer to this document.

Bunhill Fields Burial Ground, 'the most celebrated Nonconformist burial ground in England', was the first Nonconformist burial ground in the British Isles. It was established in response to the 1662 Act of Uniformity which led to a general refusal by Anglican priests to inter in church ground those who would not recognise the ecclesiastical supremacy of the King. The continued reluctance of the Anglican Church to read burial service over Dissenters led to the growth of burial grounds attached to Nonconformist meeting houses during the eighteenth century.

Bunhill Fields Burial Ground was the largest and longest established of London's seventeenth century 'suburban graveyards', with the land being leased by the City of London from 1315 (most sources cite 1514) until 1867. Bunhill is thought by many to be a corruption of 'Bone Hill', which area is reputed to have been the site of burials for over a thousand years. The first burials were thought to be Saxon and took place in the Finsbury Fen when the Finsbury Fields was part of an estate comprising three large fields in the Manor of Finsbury, and which were included in the lands of the Prebend of Halliwell and Finsbury belonging to the Dean and Chapter of St. Paul's. In 1549, cartloads of bones were brought here from the Charnel House in St. Paul's Churchyard and by about 1567; 'Bonhill' covered some 23+ acres.

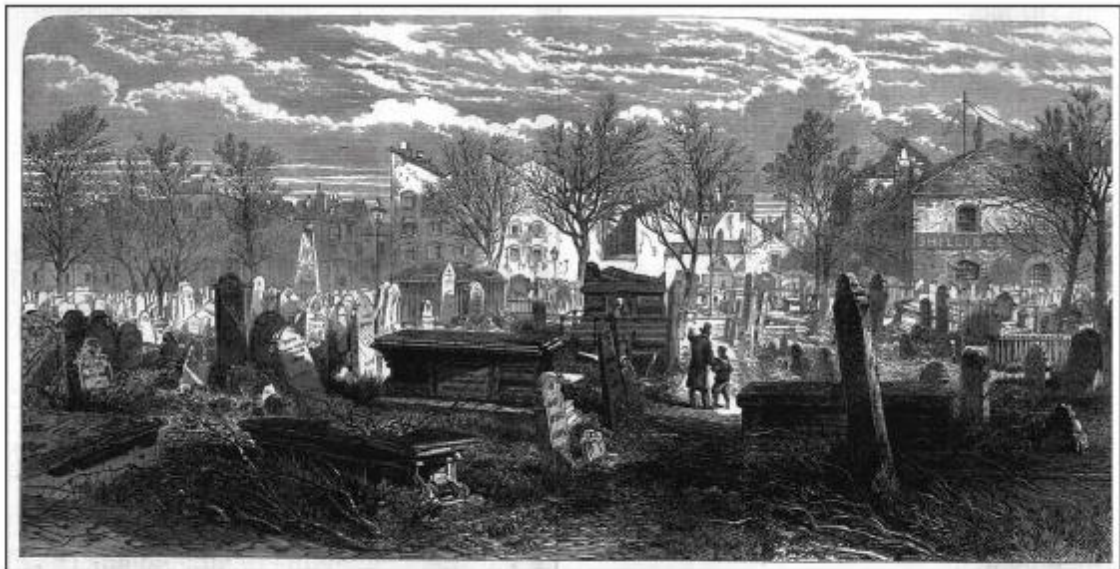
In the mid-seventeenth century, a new burial ground to bury the victims of the Great Plague was proposed, and the site was enclosed with brick walls and gates. The burial ground did not ever received plague dead, the land was leased to John Tyndall for a private cemetery, and it opened for burials in 1665. Many notable Nonconformists were buried at Bunhill Fields Burial Ground until its closure in 1854, by which time approximately 123,000 had been buried there. With its own history of decline and refurbishment over several centuries (including major works in the late 1860s), Mellor first described Bunhill in 1981 'as near as possible maintaining the appearance of the cramped City churchyards whose

condition so shocked the 19th century reformers.'

Planning for post-war London began during WWII with plans in 1943 and 1944 by which time the population for Greater London stood at 8,379,948. By 1947, it was recognised that Bunhill Fields Burial Ground was in need of refurbishment, and in 1949 several landscape practices were invited to register interest in the project. After a protracted process, Peter Shephard was appointed Architect in 1962, and construction of a Garden of Rest was subsequently undertaken.

In 1960 the City of London (Various Powers) Act repealed the 1867 Bunhill Fields Burial Ground and vested the freehold in the City thereby empowering the City to administer Bunhill as a memorial burial ground accessible to the public, and for the purpose of restoring and keeping the grounds in good and decent state.

Of local significance at 49 City Road is the Wesley Chapel ('The Mother Church of World Methodism') opposite Bunhill Fields Burial Ground and John Wesley's own house, (built 1778 and 1779 respectively), and nearby are both the Honourable Artillery Company Grounds, and The Quaker Gardens (formerly burial grounds) in Banner Street.



Illustrated London News 1866

**Figure 4 Image of Bunhill Fields, Illustrated London News 1866**

### **14.3 Conservation of the landscape and built environment**

The overall management policy for Bunhill Fields is to conserve the surviving strong character of the Burial Ground, through repair of the memorials, boundaries and paths and sensitive enhancements to the internal railings, together with enhanced management of trees, grass and spring bulbs; reinforced by a planned maintenance regime for future care and budgetary planning.

Although the maintenance and care of these buildings and features is incorporated into the City Surveyors 20 year plan for Bunhill Fields, we aim during the life of this Plan to improve

and secure the long term care and promotion of these features to help visitors understand their importance and value. We will also seek to ensure that these features and the wider Park environment are not adversely affected by development or works on or adjacent to Bunhill Fields.

The Conservation Management Plan 2006 laid out a restoration plan for Bunhill Fields. The management policy for each aspect is described and key tasks are outlined. The following is extracted from this plan.

#### **14.4 Management Policy - Memorials**

Conserve the stock of memorials through a prioritised phased programme of repair, followed up by appropriate planned maintenance and conservation work. The approach to conservation being one of minimum intervention avoiding major changes to the inherited appearance of the memorials while giving careful consideration to structural stability, general maintenance and cleaning; the latter requiring a careful balance between removing all natural growth and removing only that which is measurably harmful. The Conservation Management Plan outlines in detail the restoration works required to individual tombstones.

#### **14.5 Management Policy – Walls, railings and gates**

Conserve the walls, railings and gates through sensitive repair and appropriate works, restore the external railing to their original colours and repair and enhance the internal railings by re-painting in an appropriate historic colour; the latter is proposed to be 'Invisible Green' which is a heritage colour.

- Repair the east and west boundary walls
- Repair and repaint internal & external railings and gates
- Add discreet new railings and gates, in keeping with the historic character of the site, to enclose the southern winding path and allow safe increased public access without disruption and damage to the memorials.
- Restore the cast iron burial-plot zone-markers and ensure that these are placed accurately on the boundary walls.

#### **14.6 Management Policy - Paths**

Conserve the existing varied paths (largely unchanged since the 1860s) through repairs to uneven and worn fabric and subsequent planned maintenance, retaining their distinctive materials and character while taking reasonable measure to ensure public safety. Potential future projects include:

- Increase access to the Burial area by re-opening one or more of the internal gravel paths to the public starting with the southerly serpentine path. This will require improvement to the path to allow full access compliance and it will also require a full survey and assessment of the structural condition of the vaults beneath.
- Minor repairs to the main east west path

- The brick-sett paths in the garden area to be lifted, cleaned, re-laid and re-pointed where necessary.

#### **14.7 Management Policy - Buildings**

Ensure that the buildings on site are appropriate to its historic character, that they are fit for purpose and are actively used for maintaining the site or for enhancing public use and enjoyment of Bunhill Fields.

#### **14.8 Biodiversity and nature conservation**

We are committed to protecting, maintaining and enhancing nature conservation, in line with the City of London's Sustainability Policy which three main aims are:

- Contribute to building a strong, stable and sustainable economy which provides prosperity and opportunities for all.
- Respect the limits of the planet's environment, resources and biodiversity.
- Contribute to a strong, healthy and just society.

In order to share good practice and information throughout the Open Spaces Department, a Biodiversity Working Group was established with representatives from all the sites. This is an important forum for sharing best practice, understanding funding schemes and sharing of knowledge.

Bunhill Fields is a Site of Borough Importance for Nature Conservation. This is a non-statutory designation of sites that provide biodiversity and also sufficient access for the local community. The key reasons it was chosen as a Site of Borough Importance is because:

- It has a variety of habitats including ancient memorials and walls that host lichens, mosses and ferns. It has a number of mature trees, particularly plane, lime, horse chestnut and sycamore, which provide good cover for a variety of garden birds.
- It has a diverse woodland flora, a survey of the Friends area in 2013 identified over 50 different species including the locally rare Spring Beauty (*Montia perfoliata*).
- The garden area provides a peaceful and accessible area for relaxation.
- It has further potential for improving biodiversity by planting common native woodland plants, less frequent mowing in certain areas, planting climbers, including ivy and increasing the level of shrub cover with native species such as holly. The site has the opportunity for the planting of pollen and nectar rich species to improve forage for bees and night scented species to encourage insects for bats and increasing access of water by installing a bird bath.

Since its designation as a Site of Borough Importance for Nature Conservation the biodiversity of Bunhill Fields has been enhanced by planting a native hedge to provide cover and forage for birds; planting early flowering primroses and native wildflowers to provide forage for insects and an extensive programme of planting spring and autumn flowering bulbs.

Bird and bat boxes have been installed and bird feeders maintained. Volunteers have counted birds every January since 2008 as part of the RSPB Big Garden Birdwatch. A number of birds breed in Bunhill Fields including jays, robins and wrens and the bird boxes are used by great and blue tits.

When considering how to manage biodiversity in Bunhill Fields it is important to ensure that the reasons it is a site of Borough Importance are conserved and that further work is undertaken to enhance and develop the site.

#### **14.9 Management Policy – Trees**

To conserve the historic pattern and the visual and ecological value of the mature trees, while undertaking sensitive tree works and tree removals to ensure a sustainable, healthy and safe tree stock, and to reduce shade cover harmful to the ground planting. This is to be achieved through:

- Thinning the canopies of the mature trees.
- Carefully removing selected trees which are in poor condition, are inappropriate species or are likely to become inherently dangerous.
- Maintaining the tree stock in the long-term by carefully placed new planting using root barriers as necessary to ensure minimum impact on burials, vaults and memorials.

Extensive tree work as described above was undertaken in the northern garden area of the site during 2008. These works are over and above the annual tree maintenance programme which concentrates on health and safety issues. Further tree works over the rest of the site will be undertaken on a rolling basis. These works will help ensure the canopy and overall look of the site is maintained.

To enable detailed information about each tree to be stored electronically and linked to a GIS based map and image library, the Arbortrak tree management software is used.

#### **14.10 Management Policy – Grass**

Enhance the grass by re-seeding in worn or heavily shaded areas, by relaxing mowing regimes to increase biodiversity and by increasing the areas of spring bulbs and encouraging other non-invasive ground-cover plants, such as Spring Beauty.

Extensive bulb planting in natural swathes in the southern section of the burial ground has been undertaken over the last few years and is likely to continue at a smaller scale on an annual basis. Due to the heavy footfall and shade created by mature Plane trees maintaining a sustainable quality grass area has been challenging. Reseeding the large areas of grass takes place annually. The team have piloted various methods including turfing and planting shade tolerant grass seed. During the earlier part of 2014 sensitive tree pruning of mature Plane trees above the grass area will take place to allow more light to encourage a healthier sward.



Where there are bare areas in other areas of the burial area, this will be reseeded with native flower rich woodland species (shade tolerant). The intention is to see what species are present and to then adapt the mowing/planting regime to maximise biodiversity.

#### **14.11 Management Policy – Shrubberies**

Renew the Shepherd planting of the northern shrub beds to restore the sheltered seating areas, adding colour and fragrance to the site and providing cover and food for birds. Undertake subsequent planned maintenance to ensure that the new planting becomes established and is then kept at its optimum density and character.

#### **14.12 Management Policy – Biodiversity**

Enhance the ecological interest of the site, taking opportunities to enrich habitat where this is complementary to the historic pattern and character of the burial ground.

- In replanting the shrub beds an effort has been made to use plants that are native and wildlife friendly in order to increase the habitat for local wildlife.
- Ivy growing on the eastern wall has been sensitively maintained for both ecological and visual benefits, whilst taking into account structural requirements.
- Where sufficient grass growth exists or is reinstated, and it is appropriate to do so, existing mowing regimes have been relaxed to encourage a taller sward structure and in effect start creating wildlife meadows
- Bird, bat and insect boxes continue to be maintained throughout the site
- Bird feeders throughout the site are maintained as appropriate
- London Bee Keepers Association continue to manage a hive at Bunhill Fields

#### **14.13 Minimising our impact**

The timing and methods of maintenance operations in Bunhill Fields are planned to minimise any impact on wildlife habitats. For example, unless in an emergency, tree work is not carried out in the nesting season and where at all possible, deadwood/cavities in trees are retained to provide habitats for hole-nesting birds, bats and insects.

### 15. Action Plan for Objective 6: A park that addresses conservation and heritage.

In order to support the objective of providing a Park that addresses conservation and heritage, the following projects are proposed:

**Table 8 - Objective 6: A Park That Addresses Conservation and Heritage**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 6a	Carry out a five-year programme of repairing and repainting the internal railings (20% per annum).	CMP	2015 -2020	Low	50% has been achieved.
OBJ 6b	Continue to increase the relaxed mowing regime to allow for meadows to develop along the far edges of the burial area in additional areas.	CMP	On-going	Low	In some areas of the site.
OBJ 6c	Spike, top-dress and seed poorly developed shaded grass areas in the garden area in time for summer use.	CGMP	2015 -2020	Medium	Experimented with various methods, reseeded has been the most successful.
OBJ 6d	Continue developing and gapping up annually the shrub/herbaceous beds in the Peter Shepherd inspired designs.	CGMP	2015 -2020	Low	
OBJ 6e	Review and refresh the City Gardens Biodiversity Action Plan 2015 -2020.	CGMP	2015	Low	
OBJ 6f	Roll-out tree works programme for burial area 30% per annum as per management policy and Tree Strategy.	CMP CGMP	2015 -2020	Medium	
OBJ 6g	Retain Green Flag/Heritage status.	CMP	2015 -2020	Low	Achieved since 2008.
OBJ 6h	Update Conservation Management Plan.	CMP	2017 -2020	High	Dependent on resources available.
OBJ 6i	Proposals to be considered for the appropriate commemoration of William Blake on his exact burial site.	CMP	2015 -2020	High	Permission to pursue options granted. Dependent on funding.

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 6j	Repaint the iron wall plot markers.	CMP	2011/12	Medium	Review priority and when funding is available.
OBJ 6k	Identify further opportunities for planting of native woodland species and shrubs to increase forage for pollinators and cover for birds.	CGMP	2015 -2020	Medium	
OBJ 6l	Installation of interpretation to inform visitors of biodiversity interventions and management regimes.	OSS, CGMP	2015 - 2020	Low	
OBJ 6m	Maintain the bird, bat and insect boxes, replacing when necessary.	CMP CGMP	Annual	Low	Ongoing and subject to funding.

#### Key for Table

- OSBP – Open Spaces Business Plan 2014/2017
- OSS – Open Spaces Strategy 2014
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- CMP – Bunhill Fields Burial Ground Conservation Management Plan 2006
- KPI – Key Performance Indicator Targets for section
- Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

#### **15.1 Additional desirable projects**

Whilst funding is not available at present for these projects, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- The City Gardens team have been liaising with English Heritage to improve the localised historical signage around the site to be implemented when funding is made available.

## **16. Objective 7: A Park where community involvement is encouraged**

### **16.1 Understanding of current use of Bunhill Fields**

In setting priorities for the management of Bunhill Fields, it is essential that we have a good understanding about how and why the site is used. In depth surveys are carried out every four years which supplement the annual 60 second survey carried out across City Gardens sites including Bunhill Fields by members of the City Gardens Team. The rating stated for the overall impression of the site is also used as key performance indicator for all Divisions in the Open Spaces Department. The surveys are designed to take a snapshot of the opinions of a visitor to the site at that particular time and give members of the public an opportunity to provide feedback.

A summary of the findings of the 60 Second Survey conducted in summer 2014 are:

- Bunhill Fields is a popular site frequented more by local residents than by visitors. Length of visits was therefore longer at weekends than on weekdays.
- Around three-quarters of respondents used the gardens most frequently for eating lunch with the others using it for relaxation.
- A large proportion of visitors use the site as a thoroughfare between Bunhill Row and City Road.
- Over three-quarters of respondents rated the overall impression of Bunhill Fields as 'very high'

The key user groups of Bunhill Fields are:

- Local residents
- Volunteers
- Local workers
- One-off or infrequent visitors who come to look at the historical side of Bunhill Fields
- Local schools who use the grassed area for playtime or lessons

Future surveys, both annual and longer term ones, should be used to continue to collect user information and satisfaction levels. There are several ways this can be achieved:

- Visitor satisfaction surveys on a regular basis (every 1-4 years)
- Feedback through customer care emails/post/calls (clear advertisement of contact details to be provided on all publications and notice boards)
- Feedback through a year round online survey

Complete 60 second user feedback questionnaires to be completed on an annual basis during the peak visitor months (March – October)

## **16.2 Visitor Experience: Development Priorities**

Increase the number and diversity of visitors to Bunhill Fields Burial Ground, based largely on the existing user-groups, but increasing active involvement and enriching enjoyment of the site through volunteering opportunities and enhancing the access and interpretation aspects.

Develop the links between Bunhill Fields, the Wesley Chapel and Quaker Gardens through enhanced physical links, signage, joint marketing and educational initiatives. This will require the co-operation and participation of a number of external agencies such as London Borough of Islington.

Enhance physical and intellectual access to Bunhill Fields through minor changes to the fabric of the burial ground and increased interpretation in a range of formats while ensuring that the historic character of the site is conserved (as discussed in section 6).

## **16.3 Community involvement**

Community involvement is an essential part of any open space; it allows the community to take ownership and have pride in their local space where they can have a say in the development and maintenance of a site. It also benefits the site when the community are able to assist in projects and support various activities through helping to promote and or run them.

Bunhill Fields has a number of groups that have a vested interest in the site:

- The Friends of City Gardens
- The Quaker Gardens
- Wesley Chapel
- Barbican Wildlife Group
- Fortune Street Park Friends Group
- Blake Society
- Local Residents
- Lord Mayor Scout Group
- Barbican Children's Library
- Prior Weston School
- Lyceum School

These groups are very supportive of biodiversity value, activities, events, and projects within Bunhill Fields and will involve themselves whenever possible.

## **16.4 School visits**

Bunhill Fields has two primary schools and one secondary school located nearby. The Lyceum Primary School uses the garden area for playtime during the day. We encourage schools to use Bunhill Fields as an outdoor learning resource by making regular contact with them and working on possible projects that would benefit both them and the City Gardens.

For the past five years, local school children and scouts aged 5-10 have visited Bunhill Fields to assist staff in the planting of native bulbs. This remains a valuable project, as the children often take 'ownership' of the areas that they have planted and come back for later visits to see how their bulbs are growing.

Children from the Lyceum Primary School assisted in the refreshing the Peter Shepheard's planting in 2013. Children from the Golden Lane Campus Summer Holiday Playscheme assisted in filling up and erecting insect houses and bird feeders.

## **16.5 Community events**

As the partnership working between Barbican Children's Library and the City Gardens has worked so well it is intended to hold an event of some kind in Bunhill Fields each year to coincide with the theme of the national 'Big Read' over the summer months.

The City Guides carry out guided walks around Bunhill Fields usually Wednesday lunchtimes during the summer months. The on-site gardener is also able to provide informative walks when requested by visitors.

Approaches for external parties to hold events that widen the appeal and accessibility of Bunhill Fields to local residents and the wider community are welcomed.

The annual Open Garden Squares Weekend which takes place in June includes Bunhill Fields. For the first time in 2013 volunteers manned the grounds and provided interpretation leaflets and over saw a family treasure hunt that had been designed for the burial ground by a group of corporate volunteers. Short guided tours by City Guides will be included in future and the introduction of new activities to appeal to a wider audience.

## **16.6 Volunteering**

Promoting and increasing volunteering is important for City Gardens and is included in the Open Spaces Department Business Plan to develop quality volunteering opportunities and promote and increase corporate volunteering. The Open Spaces Department have a Volunteer Improvement Group that focuses on developing a volunteering improvement plan to identify opportunities for both residents and corporate employees at sites across City Gardens including Bunhill Fields.

Since the establishment of Friends of City Gardens in 2013 the number and range of volunteering activities and events has increased significantly. The activities are designed to engage with all groups within the community.

Regular volunteering within Bunhill Fields is being implemented and includes regular gardening sessions for adults as well as family activities such as games, storytelling and activities specifically for children such as insect forays. In order to provide further clarity as to what volunteering opportunities exist, a yearly planner has been produced (see table below) which highlights typical volunteering opportunities and activities that happen throughout the year.

Bunhill Fields now benefits for the addition of a part-time volunteer that is directly managed by the City Gardens team. The purpose of the role is to assist the onsite gardener with general duties.

**Table 9 - Volunteering opportunities at Bunhill Fields – Yearly Planner**

Month	Activity	Community Involvement
January	RSPB Big Garden Bird Watch	Local schools and residents
February	Nesting boxes	Bird and bat boxes are removed from trees and cleaned with the help of local volunteers
March	Planting snowdrop/wildflower plugs	Snowdrops are planted by local school children/volunteers
April	Habitat surveys Painting railings	Schools, volunteers and the Friends of City Gardens
May	City Guides Walks	City guides conduct walks around the site every Wednesday during April through to October annually.
June/ July	Open Garden Squares Week end	Walks and talks, treasure hunt and providing information
August	Celebration events	Run by the Friends in partnership with other stakeholders
August/ September	Reading Challenge	Joint initiative run between City Gardens and the Barbican Children's Library
October	Willow Weaving	Local school children help to prune the willow structure and repair any damage with the cuttings.
November/ December	Spring Bulb Planting	The Friends of City Gardens, Scouts, local school children and residents are invited to help plant spring bulbs.

### **16.7 Encouraging further opportunities**

The Bunhill Fields team occasionally receive approaches regarding the possibility of further opportunities for community involvement, including Scout and Cub group activities and gardening clubs. We view these as an opportunity to encourage the community to become more involved in Bunhill Fields and will offer assistance wherever possible and appropriate to encourage groups to make use of the site.



## **17. Action Plan for Objective 7: a Park where community involvement is encouraged**

In order to support the objective of providing the following projects are proposed during the life of this Plan.

### **17.1 Objective 7: A park where community is encouraged**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 7a	Annual native bulb planting with FoCG, community groups corporate volunteers and school groups.	CGMP	On-going	Low	
OBJ 7b	Development of volunteer improvement plan to identify opportunities for community engagement and funding for improvements.	OSBP CGMP	2014-2020	Low	
OBJ 7c	Commission a visitor survey of Bunhill Fields to compare results with the 2012 survey and in preparation for the five year revision of the Management Plan.	OSBP, CGMP	2016	High	Results available from 2012 survey.
OBJ 7d	Work with local schools to develop education sessions based on the new 2014 curriculum to engage children with the environment and history of Bunhill Fields.	CMP, CGMP, OSS	2015 -2020	Low	
OBJ 7e	Support Friends of City Gardens to develop the eastern enclosure focusing on biodiversity enhancements and identifying future opportunities.	CMP, CGMP		Medium	This project started in 2013.
OBJ 7f	Provide external and onsite training for volunteers to carry out an annual programme of biodiversity surveying to engage users with the site.	CMP, CGMP	2015	Low	Review and refresh of the current City Biodiversity Action Plan.

#### Key for Table

- OSBP – Open Spaces Business Plan 2014/2017
- OSS – Open Spaces Strategy 2014
- KPI – Key Performance Indicator Targets for section
- CMP – Bunhill Fields Burial Ground Conservation Management Plan 2006
- HSAR – Annual City Gardens Health and Safety Audit Review
- CGMP – City Gardens Management Plan 2011- 2016

Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

#### **17.2 Additional desirable project**

Whilst funding is not available at present for this project, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- Explore opportunities for a play ranger to run interactive play groups after school, at weekends and during summer holidays, to include bringing history to life

## **18. Objective 8: A well marketed and promoted Park**

### **18.1 Information and interpretation**

We recognise the importance of promoting Bunhill Fields locally, regionally and nationally in order to encourage visits, share good practice and raise our overall profile.

### **18.2 Website**

All marketing and promotional information about Bunhill Fields is placed on the City of London Corporation Open Spaces website which was relaunched in 2012 [City of London Corporation Open Spaces website](#), which is regularly updated. Information on Bunhill Fields is also included on a number of other web pages including Time Out and Your London sites

### **18.3 City Gardens E-Newsletter**

An e-newsletter is produced three times a year, and provides information on current events and work programmes, future projects, staff and information on how visitors can be more involved in Bunhill Fields.

### **18.4 Bunhill leaflets**

A free leaflet providing information about Bunhill Fields, the range of facilities provided, our history, and how visitors can help us manage the site is currently available onsite, at events and activities and on the City Gardens website.

### **18.5 Map**

As part of the leaflet, a map of Bunhill Fields was produced detailing the location of all facilities and local transport routes. In 2008, the map was reproduced on the main entrance signs, and can also be downloaded from our web site.

### **18.6 Annual Report**

From 2014, the Open Spaces Department produces a five year report setting out what the department has achieved over the last year, reports from the individual Superintendents regarding the sites that they manage, and a breakdown of expenditure for each site. This is distributed to all Park staff and local organisations, and is available to visitors on request.

### **18.7 Events / Activities**

Throughout the year there are various events and activities and these are advertised within Bunhill Fields, on the website and elsewhere. Events include the annual Reading Challenge in the summer, guided walks throughout the summer provided by the City Guides, as well as native bulb planting and other wildlife activities throughout the year.

The City Gardens team are always on the look-out for new and innovative events and activities to hold.

#### **18.8 Entrance signs and noticeboards**

Both entrances have welcome signs, the notice board on the staff hut provides information on where to pick up the free Park leaflet and map, the entertainment programme, advertising events that are happening elsewhere in the City of London, and contact details for people to acquire further information.

#### **18.9 Well informed and easily identifiable staff**

All Park staff are provided with green uniforms that identify them as City of London staff. In addition, all staff are trained in customer care, are familiar with this Plan, and are able to relay a range of facts about the history and management of the site to members of the public.

#### **18.10 National Awards**

To promote Bunhill Fields on the national scale, allow comparison with others and celebrate the high standards achieved at the site, we recognise the value of entering national awards.

#### **18.11 Press releases**

All promotional material produced by Bunhill Fields office is sent to the City's Public Relations team, to enable them to consider whether any items should be converted into press releases.

#### **18.12 Mailing List**

To enable information to be sent out quickly and efficiently to local schools, clubs and organisations with an interest in the site as well as residents within a one mile radius a mailing list is maintained by the City Gardens office.

#### **18.13 Filming**

In common with all City open spaces we welcome the use of Bunhill Fields for filming through our established agreement and charging policy, provided it does not compromise the ability of other visitors to enjoy the site.

### 19. Action Plan for Objective 8: A well marketed and promoted park

In order to support the objective of providing a well marketed and promoted park, the following projects are proposed during the life of this Plan.

**Table 10 - Objective 8: A Well Marketed and Promoted Park**

Action No	Action	Links to other docs	Start/End Date	Cost	Status
OBJ 8a	Develop a range of presentations for use with local schools, community groups and interest groups.	CMP	On-going	Medium	Some presentations are already available.
OBJ 8b	Install a series of interpretative QR codes around the site highlighting points of historical and environmental significance.	CMP	2016/17	Medium	
OBJ 8c	Consider re-printing the history book and making it available as a PDF to be displayed on our website.	CMP	2016/17	Medium	Not electronically available.
OBJ 8d	Review and enhance Bunhill Fields webpage including development of an interactive map with details of notable memorials and development of access to online burial records.	CMP	2017/18	Medium	
OBJ 8e	Review and update interpretation material to incorporate the new 2014 Open Spaces Identify. This includes onsite signage and on line down loadable leaflets.	CMP OSBP	2017/18	Low	Identification of funding required.

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Cost: Low - £0 to £500, Medium - £500 to £5,000, High – over £5,000

#### **19.1 Additional desirable project**

Whilst funding is not available at present for this project, we will continue to explore any additional funding opportunities offered during the life of this Plan:

- Convert the staff hut into an information point
- Recruit and train volunteers to provide to man a visitors centre at times when staff are not available

## **20. Delivering, monitoring and reviewing the Plan**

This Plan is intended as a 'working document' to guide both the day to day management and long term vision for Bunhill Fields over the next five years and beyond.

During this period, there will undoubtedly be a number of factors that will require the Plan to be updated and revised, and it is proposed that this will be carried out through ongoing monitoring by the City Gardens management team, and an annual review process.

### **20.1 Annual reviews**

Each March, the Plan will be reviewed by the staff team, and a short report prepared outlining:

- achievements against the project list over the past 12 months
- additional tasks completed
- any circumstances that have arisen during the period and their implications for the remaining life of the Plan
- proposed projects and priorities for the following 12 months

The report will also form a record of the past year in Bunhill Fields and will therefore include:

- a breakdown of visitor numbers to Bunhill Fields, playground, sports facilities and summer entertainment programme
- a summary of visitor views from the annual survey, comments cards and from any other feedback received
- findings from site wildlife and biodiversity surveys

The report will be made available to site users, forming the basis of a display on the Bunhill Fields noticeboards and the City Gardens web pages.

### **20.2 Measuring success**

Carrying out an annual review of the Plan and producing a summary report will help identify whether we are meeting our overall objectives. In addition, through continuing to be judged annually against the national Green Flag criteria and holding annual satisfaction surveys, we will determine our progress against the overall vision for Bunhill Fields, which is:

'To maintain Bunhill Fields Burial Ground as a valuable, historic property with rich cultural, natural and social attributes at a local, national and international level.'