



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Cemetery Management Plan

22nd April 2026

South Avenue Cemetery

Grounds Maintenance

- As of 2026 Barcombe Landscapes (contract A) carry out the following.
 - Northern section is cut once a year, with paths cut 12 times a year around the perimeter.
 - Southern section is cut 12 times a year from April to October, including graves and paths (North and South Areas).



- The Maintenance Contract was last renewed in 2024 with a 5-year contract and will need renewing in 2029.
- The war graves on site are marked with a stake with a white top and are cut by the maintenance officer. These graves are not to be allowed to cut unkept as a sign of respect.



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- The two Willow trees are lifted once a year by the Maintenance Officer and Estates & Facilities Manager and a tree risk survey is carried out every 2 years .

Health and Safety

- Annually the gravestone is push tested to ensure they are solid and stable. If a gravestone is found to be unstable it will be laid flat on top of the grave with the information shown.



- The Maintenance officer checks for trip hazards and dips and will fill them as required.
- Signage is on site to inform visitors that the ground is uneven and take care. These signs should be checked annually to make sure they are clear and should be replaced if required.
- Memorial Benches -

Burials and records keeping

- The burial records are managed by the Parish Office (2026 – Gemma Porteous).
- The Graves and Ashes plots are marked out ahead of any burials, by the Assistant Clerk and Maintenance Officer or Estates & Facilities Manager. A form is completed and signed by both parties to ensure the correct grave or plot is marked.
- All records are kept in multiple locations, including the safe in the office.



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- A map of the site is held in the Share drive ([Cemetery Layout 2023.xlsx](#)) and updated by the Assistant clerk and Estates & Facilities Manager.

Conservation

- The northern section of the cemetery is maintained as a natural area, and this is why it is only cut once a year and has many orchids and a rare fungus.



- There is interest from the HMWG to remove the arisings for this area when cut, to help reduce the nutrients in the soil, helping wildflowers to grow.

Future management

- Once all the graves are occupied including the ash interments the Council will need to agree the maintenance going forward.



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Lower Churchyard



Located South of the Holy Trinity church on High Street, Hurstpierpoint.

Grounds Maintenance

- Once a year in September, Greenscene Landscapes carries out a cut and leave of all the grass around the gravestones, using a strimmer to achieve this.
- The central grassed area is cut and managed by the Church.
- All war graves on site are managed by the Maintenance officer and cut between April and October.