

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 13<sup>th</sup> November 2024 at 7.15pm at the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors D E Clegg (Chair), D A Konik (Vice-chair), D V Evans BEM, J C Robinson, D W Saunby CC, J M Spargo and Z Young

In attendance: A M Williams (Town Clerk)  
A Medlin (Facilities Manager)  
K M Hall (Strategic Environmental Projects Officer)  
V Rogers (Administration Officer)  
H Attree (Administration Assistant)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

### **GFEA147 APOLOGIES**

An apology for absence was received and approved from Councillor Rowe (family commitment).

### **GFEA148 INTERESTS AND DISPENSATIONS**

None received.

### **GFEA149 MINUTES**

It was proposed by Councillor Clegg, seconded by Councillor D Evans and

**RESOLVED** that the Part I minutes of the meeting held on 11<sup>th</sup> September 2024 be agreed as a correct record and signed by the Chair.

### **GFEA150 GROUNDS MANAGER OVERVIEW AND UPDATE**

The Town Clerk presented the Grounds Manager's report and Environmental Education and Enforcement Officers' report which were duly noted and form part of these minutes.

### **GFEA151 FACILITIES MANAGER OVERVIEW AND UPDATE**

The Facilities Manager presented his report that included progressing the surfacing of the Pendennis Headland car park, that is attached as part of these minutes and was duly noted.

### **GFEA152 STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**

The Strategic Environmental Projects Officer's presented her report which was duly noted and is attached as part of these minutes.

She further reported on an additional Climate Action Event on Saturday 30<sup>th</sup> November 2024 in the Atherton Suite from 1pm to 4pm.

**GFEA153**      **MOTIONS FROM COUNCILLOR D EVANS – GYLLYNGVASE BEACH TOILETS**

A MOTION by Councillor D V Evans, seconded by Councillor Spargo to remove the radar lock from the disabled cubicle at Gyllyngvase Beach toilets to allow use by those not wishing to use the unisex toilets for a trial period of six months was lost.

The Chair had reported upon the advice of Disability UK and the Facilities Manager reported that the unit would be at additional risk from vandalism and antisocial behaviour. It was resolved that a recorded vote be held and Councillors Clegg, Konik, Saunby and Robinson voted against the motion, Councillors D V Evans and Spargo voted in favour of the motion and Councillor Young abstained.

It was proposed as an amendment by Councillor Clegg, seconded by Councillor Robinson and

**RESOLVED** that the Facilities Manager be instructed to commission a planning and site survey to recommend a strategy regarding the ability to improve gender separation for users of Gyllyngvase public toilets.

A MOTION by Councillor D V Evans, seconded by Councillor Spargo that the Facilities Manager is asked to inspect the present public toilet provision at Gyllyngvase Beach and advise the committee on the potential to provide gender segregated toilet cubicles and approximate costs was lost.

**GFEA154**      **CEMETERY REGULATIONS**

It was proposed by Councillor Clegg, seconded by Councillor D V Evans and

**RESOLVED** that the amended Cemetery Regulations as attached as part of these minutes are agreed.

**GFEA155**      **LAW COMMISION'S CONSULTATION ON BURIAL AND CREMATION**

It was proposed by Councillor D V Evans, seconded by Councillor Clegg and

**RESOLVED** that the Town Clerk responds to the consultation on behalf of the Council.

**GFEA156**      **CORNWALL FLOOD FORUM**

Councillor Young updated the Committee on the recent Cornwall Flood Forum.

A MOTION by Councillor Young that the Council increases its budget so that an Equalities Impact Assessment is undertaken and public toilets remain open at night was not seconded.

**GFEA157**     **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Clegg, seconded by Councillor D V Evans and

**RESOLVED** that in view of the confidential nature of contractual matters, it is advisable in the public interest that the press and public be excluded from the meeting.

## **Grounds Report 13/11/24**

Following the closure of the local green waste facility; currently exploring options for processing our own green waste into a useable/saleable material.

I arranged (and you were invited to) a demo at Trelissick of their composter/shredder which was very impressive and equally as expensive, this option is my prime focus as it compliments our green credentials, however a business case is needed so I am contacting other local organisations to see if this could be a service we could offer. I will update

Bearing in mind at Greenspot we were paying £10/load the alternatives are:

A skip = £6k per year

Continue to use Nick Ferris minimum £80+vat per load or £160 per ton minimum total £3800 per year, this is likely to rise significantly.

Drive to Splattenridden between St Ives and Lands End to tip. 2.5hrs round trip without queuing at the tip.

**Street spaying** completed and clients invoiced.

**Headland** Pursuing a claim following a RTA on 18<sup>th</sup> October that resulted in damage to trees in the woodland at Castle Drive.

**CSAS** I attended refresher training recently and have met with EEEOs and updated them.

**Spring 2025 bedding** all now planted.

**HLF** Karen & I working on an EOI for funding an Urban Ranger position dedicated to the Headland.

**H/S** Annual audit by external auditors" Worknest" took place on Monday 28<sup>th</sup> October.

**Skatepark** Phase 3 specification being reworked to save costs, delayed with the Architect as busy with the KP Lodge and multiple other projects.

**E30 Areas of focus for October - outside of normal duties**

Love Where You Live, community Litter picks – to engage with locals, schools, community Groups to keeping the areas where they live clean and tidy.

Eco Week – Stand at the library talking everything litter related and talking about the new bin schedules, which will come into place next year.

Police Engagement week – Eamonn attended stand on The Moor.

Green Spot – Visit to see progress with fire

Hello Visits – New Students into the community – welcome door visits/leaflet distribution

Titian/Tims and Ops Meetings – Joining new police information sharing group to support our patrols and link in with current policing plans in Falmouth. Ops meeting for targeted areas.

Homelessness/ASB – Eamonn has done a walk through with We Are With You. We are operating a Zero tolerance with alcohol on the moor with limited success.

Beach Management Group – where we received thanks for support from Gylly Beach, support over summer and Meanporth, help with van issues.

Groundswell Conference - Tessa

Thank you

Tessa  
Eamonn



# FALMOUTH TOWN COUNCIL

## Grounds, Facilities & Environment Committee

13th November 2024

### Facilities Manager Update:

#### 1. ReSource Project – Kimberley Park Lodge

Construction works have continued in the period including setting out and installation of concrete foundation piles (in excess of 6m deep). New underground drainage service pipework installed and signed off by Building Control. Sub structure works incorporating block and beam slab formation installed. Internal works progressed including demolition of lodge wall and replacement ceilings coordinated with wall preparation. Original red brick walls in the cafe have been stripped back to identify original features. Window and door fenestration agreed and orders placed with suppliers to align with programme. Existing boundary bank (roadside) subject to further technical review in order to confirm stabilisation methodology. Potential budgetary / time exposure risk will be reviewed and dependent upon reinstatement specification. Project progress meetings and valuation schedules agreed and in place and managed by PM / QS. Site progress reports generated monthly by Richards Builders. Project remains on programme and budget. Park accessibility has been maintained during the construction phase with a designated pedestrian walkway allowing access to the front of the park. Despite the addition of a temporary matted path this walkway is closed off periodically during periods of heavy rain. Signs detailing path closure and alternative access / egress gates are continually revised during periods of inclement weather. (photos of progress attached)

#### 2. Municipal Building

Revised heating plans and a specification relating to air source pumps and replacement radiator locations have been agreed by the Historic Environment Officer. This information will be incorporated into a comprehensive cost plan (circa £2m) and submitted for planning consent in November. A damp monitoring regime to analyse water ingress in the most visible areas of the building has been introduced. (F/F offices).

#### 3. Princess Pavilion

Community Ownership Funding (£238k) works will be undertaken in November initially relating to the introduction of solar panels to the pitched roof areas of the premises. Further works will be undertaken prior to 31st March 2025 in the following areas:

Low Carbon Heating Solution – tender in process.

Replacement entrance doors to garden room – tender preparation in progress.

Sound – mixing console specified.

Lighting – enhanced scheme specified.

#### 4. Anti Social Behaviour

Increased levels of graffiti and vandalism have been experienced during October with specific issues reported in all town and beach toilets together with park and shelter damage. (cost of repairs / reinstatement circa £2k exc park play equipment) All Police reports were submitted using the town specific crime reporting portal (DISC). Regular review meetings (fortnightly) with the Neighbourhood Policing Team and FTC Environmental Enforcement Officers reinforce awareness of specific issues within the community and are coordinated by the Town Team with further feedback from local businesses. (photo examples of ASB are attached)

**5. Pendennis Car Park**

A formal application has been submitted for Scheduled Monument Consent to Historic England for the resurfacing of the lower car park with Environpave environmentally recycled sustainable parking pavers. Tender returns relating to the proposed works will be evaluated on the 1st November.

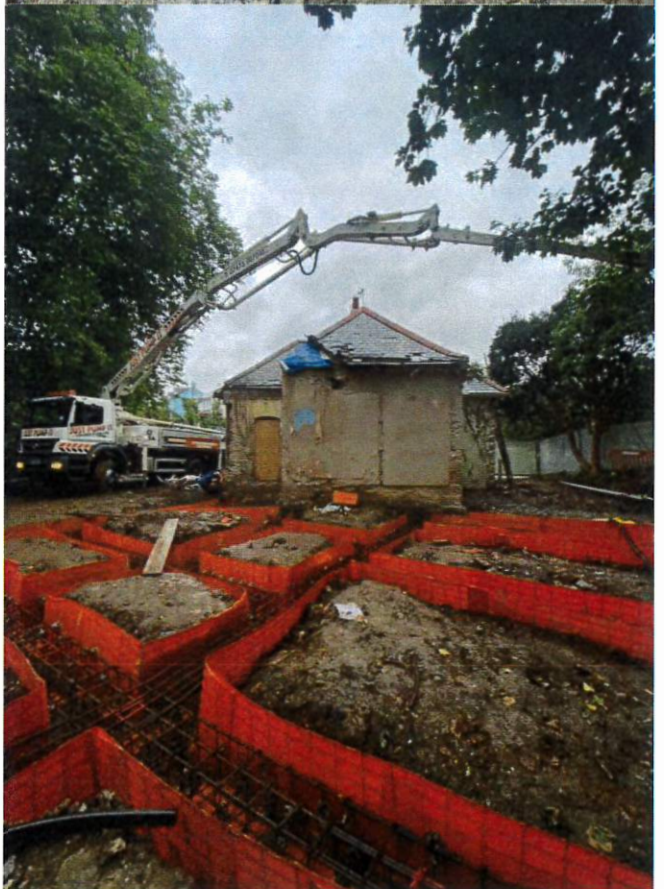
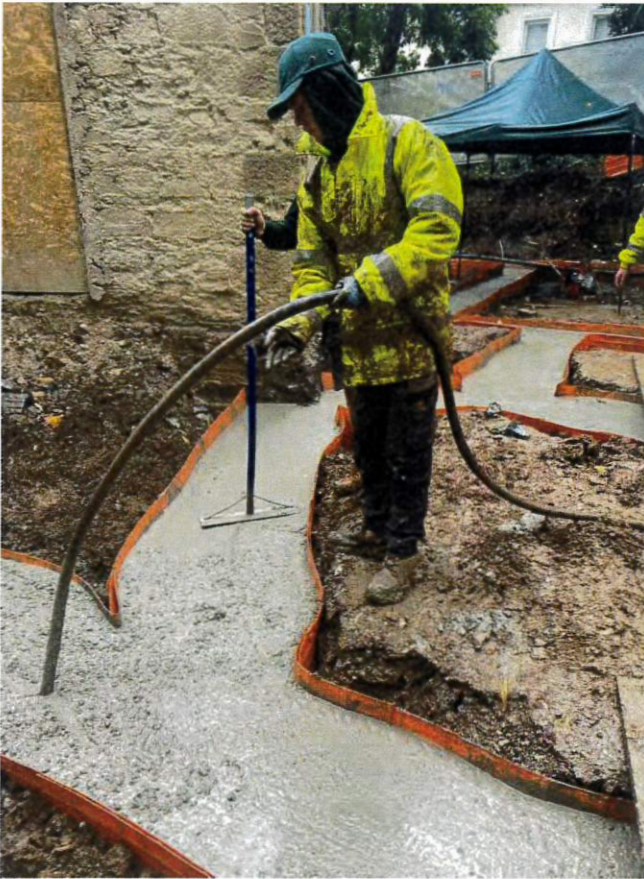
**6. Health & Safety**

An external Health & Safety audit was undertaken on the 28th October by Worknest. The audit focussed upon internal arrangements relating to the management of Health & Safety together with internal processes in relation to compliance, training, risk assessment, maintenance and management of contractors. An action plan will be released in November for related review. A similar audit will also be scheduled in December to review operational Health & Safety at the Pavilion.

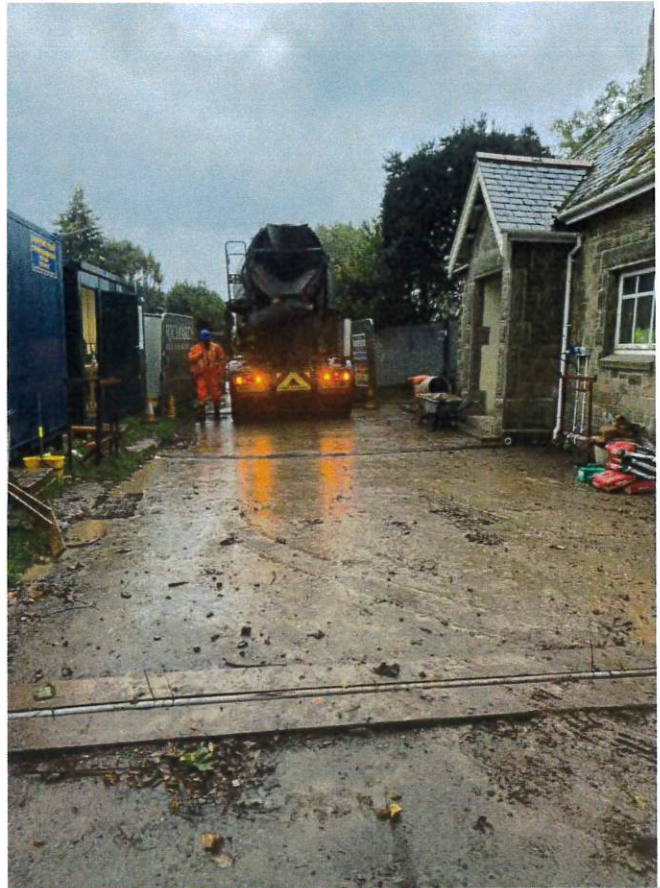
Andy Medlin  
Facilities Manager



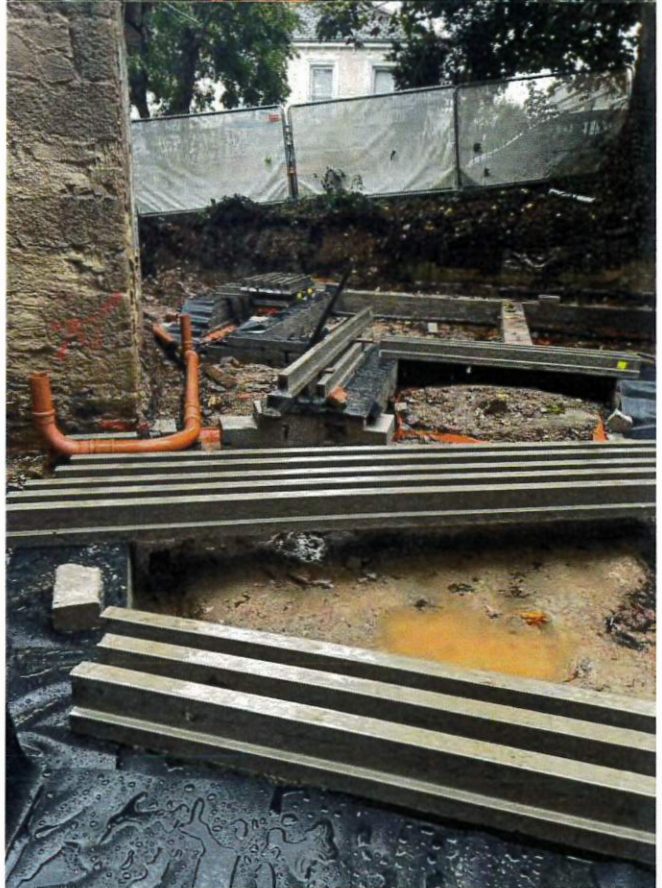
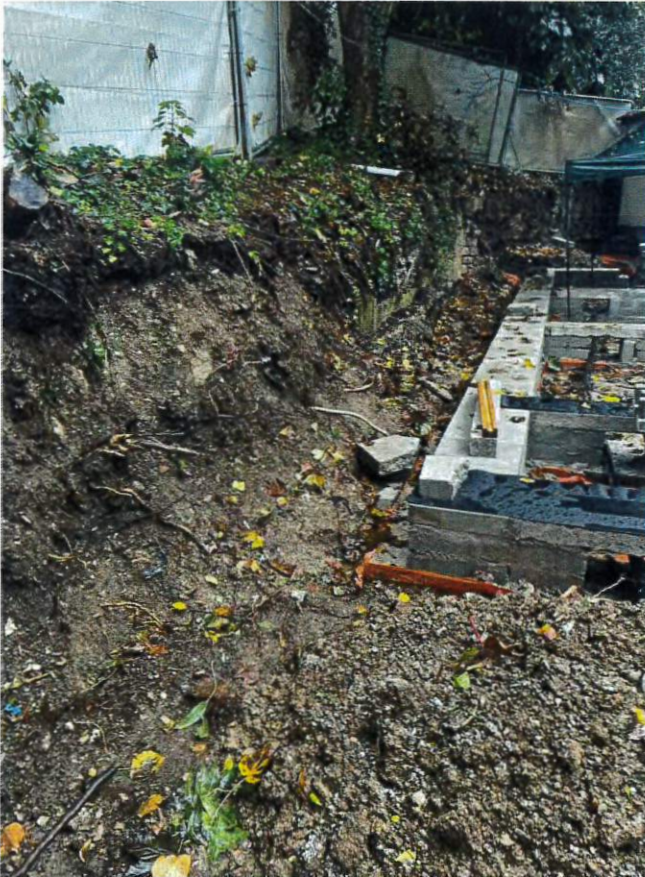
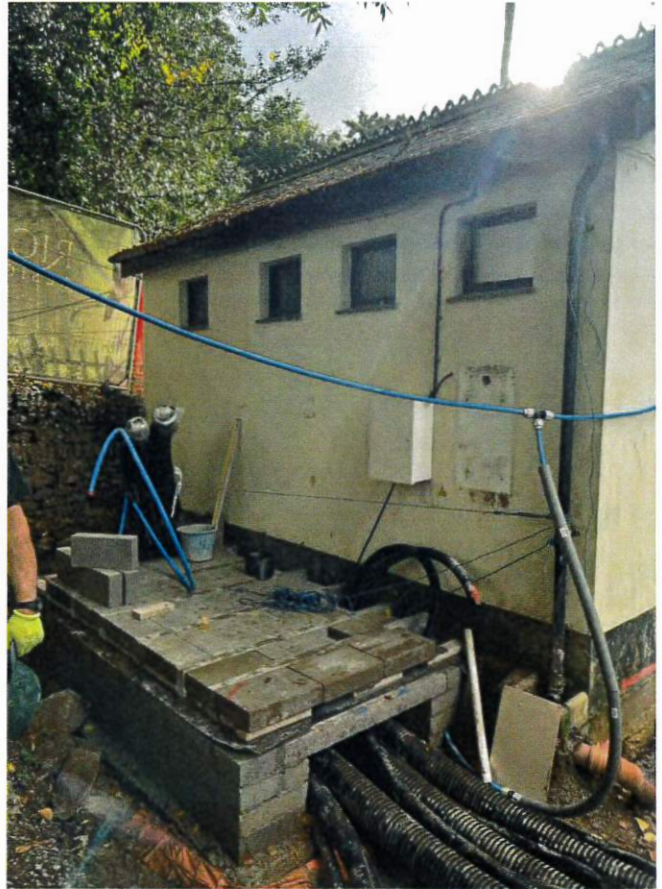








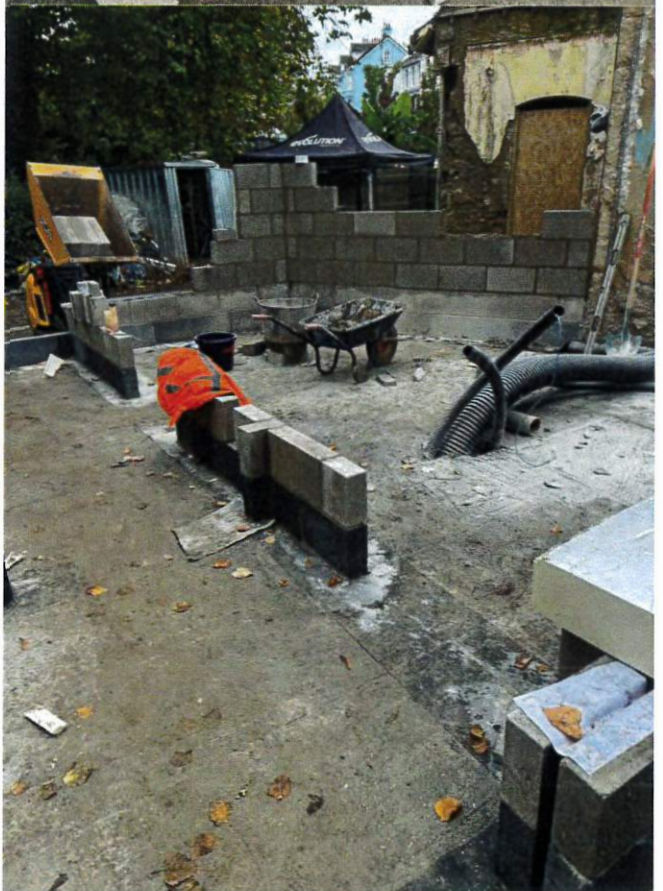




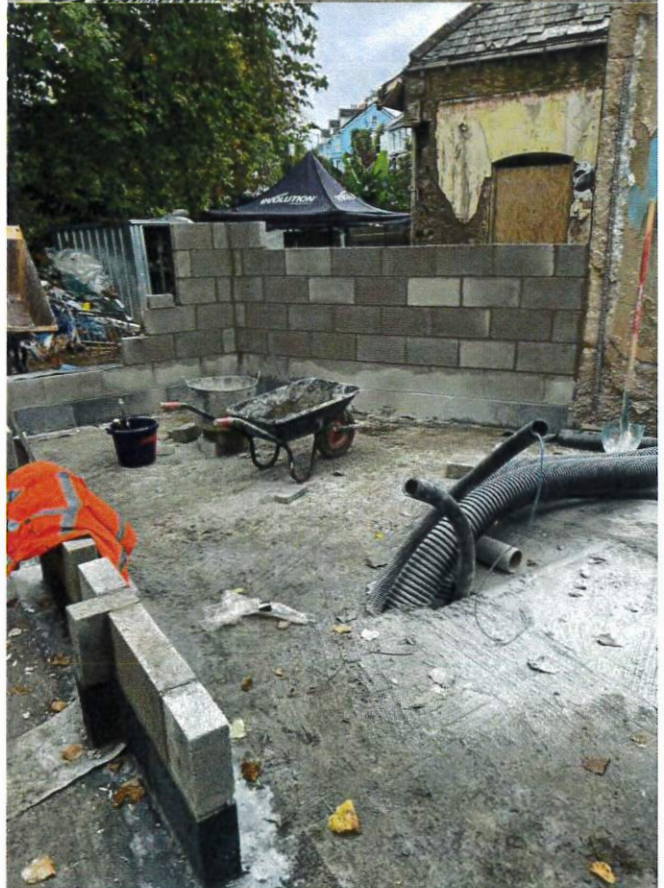






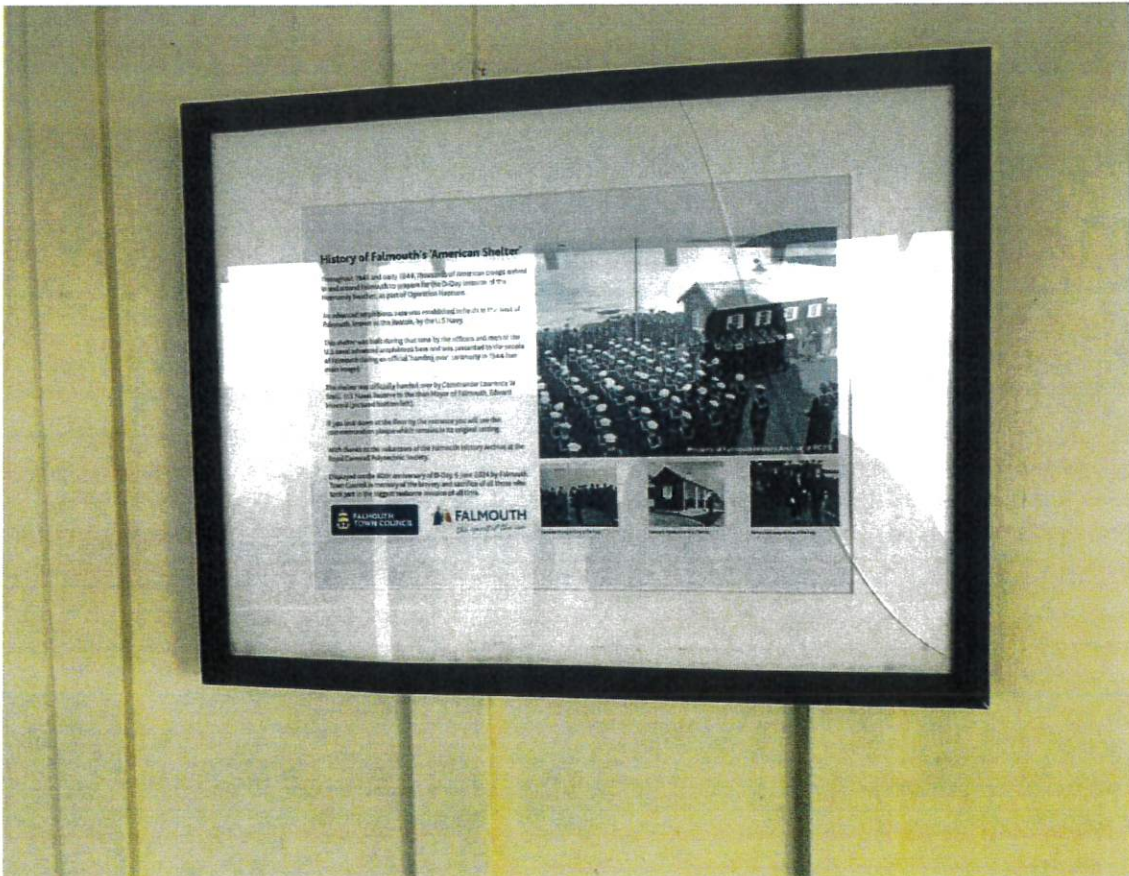














**November 2024 – Strategic Environmental Projects**  
**Report for Grounds, Facilities & Environmental Action Committee**

Focus	Action taken	Next steps
<b>Environmental Projects/ initiatives</b>	CC Housing decarbonisation strategy consultation response submitted. Linked Falmlouth Marine School with Cornwall Wildlife Trust to initiate invasive species removal from Swanvale Nature Reserve. This may lead to a longer term partnership to improve this reserve.	Marine wildlife interpretation panel to be installed at Pendennis Point. SEPO to maintain contact with Ocean Conservation Trust/Falmouth Harbour.
<b>Carbon Reduction</b>	<b>Princess Pavilion (COF)</b> –Solar installation commenced on 6 Nov. Renewable energy heating system contractor appointed. Passmore Edwards Municipal Building - design stage completed. Total cost c. £2million. Dependent on funding being secured. First section of Children’s library lighting converted to LED. Chapel Building in Cemetery has had auto turn off lighting switches and timers installed. DECs commissioned for Municipal Building and OPO. Carbon neutral energy (BG) supplier re-appointed for a further year.	Solar and low carbon installation to be completed before 22 March 2025 at PP. Alternative funding mechanism to be identified for PE Municipal Building. Plan is to continue replacing florescent lights with LED throughout the library as funds allow. Second section of children’s library is next in line.
<b>Events</b>	The Green Libraries Week took place 7 – 18 October. ‘Love where you live’ mass litterpick Community Action Day took place on 9 <sup>th</sup> Oct at seven locations, c 90 people actively participated. Celebration of Seagrass held at PP on 30 Oct.	Climate Crisis Event being organised externally to be held in Atherton Suite on 30 Nov.
<b>Water</b>	SWW monthly update meetings set up with SEPO. Website with details of works <a href="https://southwestwater.co.uk">Falmouth Sewer Improvement Scheme (southwestwater.co.uk)</a> . Last meeting held on 15 Oct with new project manager. Next catch up on 11 November.	SWW works - Queen Mary’s Gardens section delayed until autumn 2025. SWW to present to full council on Dec 9 <sup>th</sup> Estimates to be sought for rainwater harvesting at PP for 2025/26 budget
<b>Community Engagement</b>	SEPO attends Fal Energy Partnership and VSF Climate & Environment Alliance monthly meetings. SEPO attends Fal/Helford SAC meetings quarterly.	

Focus	Action taken	Next steps
<b>Ocean Recovery</b>	<p>Declaration made in Jan 2022.</p> <p>Cornwall and Isles of Scilly Marine and Coastal Partnership prepared Marine Nature Recovery Opportunities for the Fal and Helford.</p> <p>Explored possibility of taking on the 'We are the Ocean' work undertaken by UoE</p> <p>Celebration of marine habitat photo call with FH for 18 October postponed due to late ecological survey results.</p>	<p>SEPO to attend quarterly meetings of CIO S Marine and Coastal Partnership.</p> <p>Big Restoration Seagrass event to be held at PP by Ocean Conservation Trust on 30 Oct.</p>
<b>Communication</b>	<p>Environmental section published within new website.</p> <p>SEPO exploring interactive environmental trail around town.</p> <p>'We are the Ocean' banner locations being explored.</p> <p>Town Council entry into Cornwall Sustainability Awards.</p>	<p>Cornwall Sustainability Awards being hosted at NMM on 9 December. <a href="#">Home - Cornwall Sustainability Awards</a></p>
<b>Other</b>	<p>Wildlife beds in New Cemetery planted on 16 Oct.</p> <p>Emergency plan (incorporating flood plan) completion will be passed to the Town Team to be finalised and issued to limited audience.</p> <p>Entered for NALC Award – Climate Response. Finalists to be announced December 2024.</p>	
<b>Recycling</b>	<p>Redundant IT equipment recycled via local Truro company.</p>	<p>New waste service roll out to mid West area 5 (2025) has been confirmed for March 2025.</p> <p>Work with CC to promote.</p> <p>CC roadshow to be held at Library on 9 Dec.</p>
<b>Budget</b>	<p>£8,000 allocated in 2024/25 budget;</p> <p>£800 committed to Library LED replacement</p>	

Decisions requested from **Grounds, Facilities & Environmental Action Committee**;

## Appendix 1 – Green Libraries Week Summary

In the Council’s strategic plan 2023-2027, there is an imperative to promote environmental messaging;

- Enhance our environmental messaging and education service provision
- Continue to support the Climate Change Emergency projects and initiatives including becoming plastic free and working towards carbon neutrality

Working with the Library a programme of community-based information sharing activities was put together to celebrate Green Libraries Week.

This was promoted via our social media channels, posters throughout town and through partner organisations.

**FALMOUTH LIBRARY**  
FALMOUTH TOWN COUNCIL

**Every library, a green library!**  
07-13 Oct 2024

**Green Libraries Week**

Drop in to Falmouth Library and learn more about what our community is doing to conserve and protect the environment and how you can play your part.

**Monday 7 October**  
**Recycling/Waste**  
9am - 11.30am  
Talk all things recycling with Falmouth Town Council's officers.  
1pm - 3.30pm  
Cornwall Council's recycling team will answer questions and advise.

**Thursday 10 October**  
**Food**  
9am - 11.30am  
Fairtrade Falmouth will be sharing where to buy sustainable produce.  
1.30pm - 3.30pm  
Have a chat with Active Cornwall about healthy eating on a budget.

**Wednesday 9 October**  
**Energy**  
9am - 11.30pm  
Community Energy Plus will be giving money saving tips & invaluable eco energy advice.  
Make your own draft excluder with Transition Falmouth who will also be on hand to offer tips on upcycling and repurposing to help you save money on your energy bills.

**Friday 11 October**  
**Biodiversity**  
9am - 11.30am  
Nature Recovery. Find out what's going on and what you can contribute.  
1.30pm - 3.30pm  
Ocean Conservation Trust will run through their seagrass restoration story.

**Environment**  
3pm - 5.30pm  
Take part in a litter pick in and around Prince of Wales Pier and its tidal beaches. Just a short walk from the library, meet at the Market Strand end of the Pier at 3pm.

**Saturday 12 October**  
**Wildlife**  
11am - 12.30pm  
Join in with our library workshop and make something wild using sustainable materials.

On Monday the focus was very much around recycling and consumption. Falmouth Town Council's Environmental Officers about this before Transition Falmouth took on the mantle to engage with a further 30 people in the afternoon about the wider sustainability message.



The afternoon session was run by Cornwall Council's Recycling team who were able to talk to people about the new waste contract which is due to be introduced to Falmouth in early 2025.



On Wednesday we welcomed Transition Falmouth, who talked about small things householders can do to reduce their energy use and therefore bills over the winter months.



Inside the library itself CEP were promoting sustainable energy with advisors encouraging people to consider ways to save energy and turn it green. They booked three home visit.

Thursday's theme was food and we were joined by Fairtrade in the morning and the Health Cornwall team + Falmouth Food Coop in the afternoon.



By Friday, we started to engage our residents with the idea of biodiversity with the FAL SAC team talking about all the activities they engage with on the ocean. And the afternoon session was run by Ocean Conservation Trust who have several seagrass projects underway on the Fal estuary.

Saturday's workshop was wildlife themed to encourage younger members of our society to remember that they are important too.





## Appendix 2 – Love where you live Litterpick

Successful at seven locations across Falmouth with over 90 participants

 Falmouth Town Council, UK  
4d · 🌐

🌱 A BIG thank you to everyone who supported our Love Where You Live Litterpicks that took place across seven different locations in Falmouth last Wednesday! 🍷🗑️

Over 90 volunteers, including local schools, businesses, and community groups, came together to help keep our town clean and tidy. 🌿

A special mention for the amazing Year 7s and Year 10s from Falmouth School for doing such a sterling job at Trescobas Park! 🙌👏

Litterpicks took place at:

- 📍 Swanvale Green Corridor
- 📍 Trescobas / Lambs Lane
- 📍 Oakfield / Acacia Road
- 📍 Beacon
- 📍 Old Hill
- 📍 Prince of Wales Pier
- 📍 The Terraces

Thanks also to [Plastic Free Falmouth](#) , [Clean Cornwall](#) , [Friends of Tregonnigie Woodland](#) ,[The Pier Master at Prince of Wales Pier](#) , [Dracaena Centre](#) , [Devon & Cornwall Police](#) , [Cornwall Housing](#) , [Seasalt Cornwall](#) , [Specsavers \(Falmouth branch\)](#) , [INDIdog](#) and [Heather & Lay](#) for your support!

Stay tuned for more community litterpicks on <https://www.cleancornwall.org/litter-picks> and/or follow Plastic Free Falmouth's Facebook page.

[#LoveWhereYouLive](#) [#FalmouthCleanUp](#) [#FalmouthTownCouncil](#) [#PlasticFreeFalmouth](#) [#CleanCornwall](#) [#CommunityAction](#) [#KeepFalmouthBeautiful](#) [#LitterFreeFalmouth](#) [#TeamFalmouth](#) [#FalmouthSchool](#) [#lovefalmouth](#) [#falmouth](#) [#aberfal](#)



 56

8 comments 6 shares

Appendix 3 – Renewable Electricity supply to all buildings



## Zero Carbon Certificate

**British Gas Trading Ltd** certifies that 100% of electricity supplied by British Gas to

Falmouth Town Council  
2200030104044

will be backed by a mix of **Renewable Energy Guarantees of Origin** and **nuclear declarations** for the period:

From:

1 October 2024

To:

30 September 2025

A handwritten signature in black ink, appearing to read "Matt Wood".

Matt Wood  
Director, British Gas Business

SALE/GEC/002



## **TOWN OF FALMOUTH**

### **REGULATIONS – LAWN CEMETERY**

In accordance with the Local Government Act 1972, Schedule 26 and the Local Authorities Cemeteries Order 1977, the Falmouth Town Council being the Burial Authority for the Parish of Falmouth resolved at their meeting on 21<sup>st</sup> January, 1991 that the following Regulations will operate with regard to the erection of monuments, headstones and the provision of flower vases in the Falmouth Lawn Cemetery situated at Swanpool Road, Falmouth.

For the purpose of these regulations, 'The Council' means Falmouth Town Council and 'Memorial' means any headstone, monument, cross, flatstone, kerbing or any other erection placed for the purpose of a memorial over any grave.

#### **1. General Information**

- 1.1 No headstone shall exceed the erected height above ground level of 760mm and the width shall not be greater than 840mm.
- 1.2 No headstone shall exceed 152.4mm in thickness and the plinth 915x305mm.
- 1.3 The foundation measurements of the headstone shall not exceed NAMM / BRAMM regulations.
- 1.4 All memorials and foundations must be completed in accordance with British Standard 8415.
- 1.5 To permit the Cemetery to be laid out and maintained on the lawn-type principles, there shall be no kerbstones, planting or other ornamentation in front of the plinth on graves.
- 1.6 No planting of flowers or shrubs shall be carried out except between the headstones and then only within the limits of the width of the plinth thereof and in such manner that the flowers or shrubs shall not overhang or encroach upon the grass area in front of the headstones.
- 1.7 No receptacles other than flower vases (non glass for safety reason) specially designed for the purpose may be placed on grave spaces and then only between the headstone and within the limits of the width of the headstone plinths.
- 1.8 No monuments, headstone or flower vase shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus detailed sketch of the memorial (which includes all measurements above and below ground, width and depth of plinth etc.)



- 1.9 The Council reserves the right to remove from any grave any unauthorised items left on or around the grave space. Best efforts will be made to ensure that the owner of the grave will be informed in writing and the items will be retained at the cemetery for collection for 1 month. If the items are uncollected or they have to be removed on more than one occasion, the Council reserves the right to dispose of these items at its discretion without further consultation. It is the grave owner's responsibility to ensure their contact details on record with Falmouth Town Council are kept up to date.
- 1.10 The Council reserves the right to remove and dispose of any floral tributes, plants etc that have withered and died or have become unsightly on any grave. Christmas wreaths will normally be removed by the beginning of February.
- 1.11 All monuments, headstones and flower vases shall remain at the sole risk of the owners of the graves and the Council shall not be responsible for any damage or breakage which may occur to the same. No memorials of any description will be allowed to be taken from the Lawn Cemetery except by a permit issued by the Burial Officer.
- 1.12 Wooden crosses are permitted as temporary grave markers until such time as you decide to place a permanent memorial, then the temporary grave marker should be removed. An application form for all proposed temporary memorials must be submitted to Falmouth Town Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include measurements of the temporary memorial.
- 1.13 Only one headstone / memorial per grave space is allowed and must be in accordance with the Council's Memorial Regulations.
- 1.14 To ensure all memorial works comply and conform to BS8415 Standards all permanent memorials are to be constructed and installed by a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM) or National Association of Memorial Masons (NAMM) to include registration on the Register of Qualified Memorial Fixers (RQMF).
- 1.15 No work is to take place in the cemetery before 8.30 a.m. and after 5.00 p.m. or sunset (whichever is sooner) unless agreed otherwise by the Cemetery Operative. No work will take place on Saturdays, Sundays or any bank or public holidays, except by agreement with the Council. Monumental Masons will be required to suspend work for the duration of a funeral.
- 1.16 Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a safe and tidy condition.
- 1.17 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title.
- 1.18 The Council will make regular checks of memorials in accordance with its Memorial Safety Policy. Any memorial found to be unstable will be made safe by Falmouth Town Council staff.. This may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded, covered with yellow tape to warn visitor of a danger. The Council reserves the right to sink memorials into the ground or lay flat unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

## **2. Erection of a Headstone / Memorial**

- 2.1 A permanent memorial can be erected on a new grave 12 months after the burial has taken place to allow for the ground to settle.
- 2.2 An application form for all proposed memorials and inscriptions must be submitted to Falmouth Town Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include detailed sketch and measurements of the memorial.
- 2.3 No memorial is to be installed unless a permit has been granted. On receipt of permit accredited Monumental Masons to liaise with the Cemetery Operative, when to attend the site to undertake the work, check the permit detail with him, and agree with him the correct grave/permit location before commencing any work or removing any memorial.
- 2.4 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title and the Council recommends that grave owners obtain a guarantee from the Memorial Mason for all work they carry out and arrange for the Memorial Mason to check the memorial for defects every 5 years.
- 2.5 Repairs to memorials are to be carried out by an accredited Memorial Mason. An application for permission to carry out repairs should be submitted to the Town Council.
- 2.6 All memorials (including memorials being re-fixed after a burial has taken place and those found to be unsafe after memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (NAMM) approved standard and code of safe working practice. This states the minimum requirements for the fixing of memorials.
- 2.7 If an additional inscription involves the supply and fixing of a new plinth or further section of stone then a sketch of the proposed stonework showing details is to be supplied and approved by the Council as per 2.1 above.
- 2.8 Additional 'free-standing' / unattached plinths or non-fixed stonework etc will not be permitted.
- 2.9 Pursuant to the Local Authorities Cemeteries Order 1977 the Town Council reserves the right to remove any unauthorised memorial.
- 2.10 Any unauthorised work is undertaken at the persons own risk.

## **3. Exclusive Rights of Burial**

- 3.1 By Article 10(6) of the Local Authorities Cemeteries order 1977, no body must be buried, or cremated remains interred or scattered, in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner(s) of the right.
- 3.2 The lease period for granting of Exclusive Rights of Burial is 100 years and the grant can be issued in single or joint ownership (up to a maximum of three individuals)
- 3.3 The Exclusive Rights of Burial must be purchased before a memorial can be placed on a grave space.

- 3.4 Written consent for any memorial works is required from the owner(s) of the Exclusive Rights of Burial to be submitted to the Council. In the case of multiple ownership all signatures will be required to erect a memorial.
- 3.5 Transferring of Exclusive Rights of Burial may be assigned by Deed or bequeathed by Will for which sight of a legal document is required by the Council. A Form of Assignment is issued by the Council at the time of purchase of the Exclusive Rights of Burial. Further information regarding the procedure for the transfer of ownership during the life of the registered owner can be obtained from the Council Office.

#### **4. Vandalism**

- 4.1 The Council does not accept any liability in the event of the memorial being vandalised.

#### **5. Safety of Memorials**

- 5.1 Under the provisions of the Health and Safety at Work Etc Act 1974 and associated legislation and in accordance with the Local Authorities' Cemeteries Order, 1977, the Council is obliged to assure safety within the Cemetery and to have a documented memorial inspection programme in place. The inspection programme will identify unsafe memorials and ensure that they are made safe by whichever method is appropriate. There is also a requirement for the Authority to ensure that new memorials are properly and securely erected to ensure long-term safety of visitors to the cemetery.
- 5.2 The Council will carry out a programme of regular checks of memorials in accordance with its Memorial Safety Policy. When a memorial has been identified as unsafe at any time the Council has a legal right and obligation, under the Local authority Cemetery Order 1977, to remove any danger immediately and the memorial will be sunk into the ground vertically or laid flat to make it safe. We will make every effort to contact the Exclusive Right holder, requesting them to carry out the necessary repair. Further information on this programme of memorial safety testing is available from the Council Offices.
- 5.3 The Council reserves the right to sink memorials into the ground, lay flat or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

#### **6. Opening of Adjacent Graves**

When a grave is prepared the excavated soil is placed to the side of the grave. If there is unused land to the side of the grave then the soil will be placed there. However when opening a grave between two existing graves, it may be necessary to place the soil on one of the adjacent graves. The surface of the grave will be protected by boards and the soil placed on them and after the burial has taken place the whole area will be cleared and left in a neat and tidy state.

Occasionally it will be necessary to remove a memorial for health and safety reasons and/or access for excavation. The Council will contact the Exclusive Right holder in these circumstances to inform them and the Council would cover the cost of the removal and re-fixing of the memorial after the burial has taken place.

**7. Review and Amendment of Regulations**

- 7.1 These Regulations form part of the Regulations and Scale of Fees and Charges applicable to the management of the Falmouth Cemeteries under the jurisdiction of the Falmouth Town Council who reserve the right to alter or vary the foregoing Regulations or to deviate therefrom in any particular instance if it shall appear to the Council desirable so to do.

**A.M. WILLIAMS**

Town Clerk

Falmouth Town Council  
The Old Post Office  
The Moor  
Falmouth  
TR11 3QA

Tel: 01326 315559



## **TOWN OF FALMOUTH** **REGULATIONS - GARDEN OF REMEMBRANCE**

In accordance with the Local Government Act 1972, Schedule 26 and the Local Authorities Cemeteries Order 1977, the Falmouth Town Council being the Burial Authority for the Parish of Falmouth resolved at their meeting on the 21<sup>st</sup> January, 1991 that the following Regulations will operate with regard to the interment of cremated remains and erection of memorials in the Garden of Remembrance Phase V and Phase VII, Falmouth Lawn Cemetery situated at Swanpool Road, Falmouth.

For the purpose of these regulations, 'The Council' means Falmouth Town Council and 'Memorial' means any headstone, monument, cross, flatstone, kerbing or any other erection placed for the purpose of a memorial over any grave.

### **1. General Information**

- 1.1 Following the first interment of cremated remains, a flat memorial stone shall be permitted upon payment of the prescribed fee and that the overall height will not protrude above ground level.
- 1.2 The flat stone will measure 610mm by 610mm in materials of slate, granite or portland stone but not marble or such similar material.
- 1.3 The flat stone shall not exceed 152mm in thickness with no part above ground level.
- 1.4 The flat memorial stone will be fixed end to end to the adjacent memorial flat stone.
- 1.5 The flat memorial stone measuring 610mm by 610mm may have, within that prescribed area, a circular flower container hole and any attachment thereto to protrude no more than 76mm above the surface.
- 1.6 No floral holder or other type of attachment may be placed outside the prescribed area of 610mm by 610mm.
- 1.7 The Council reserves the right to remove from any grave any unauthorised items left on or around the grave space. Best efforts will be made to ensure that the owner of the grave will be informed in writing and the items will be retained at the cemetery for collection for 1 month. It is the grave owner's responsibility to ensure their contact details held by Falmouth Town Council are kept up to date. If the items are uncollected or they have to be removed on more than one occasion, the Council reserves the right to dispose of these items at its discretion without further consultation.
- 1.8 The Council reserves the right to remove and dispose of any floral tributes, plants etc that have withered and died or have become unsightly on any grave. Christmas wreaths will normally be removed by the beginning of February.

- 1.9 The plots within the Garden of Remembrance will not permit purchase out of rotation.
- 1.10 It will be a condition of purchase that the purchaser of the plot will be liable for the insurance of the flat headstone.
- 1.11 The purchase of the area in accordance with the prescribed fee will permit no more than two interments.
- 1.12 If the applicant does not wish to place a flat headstone on the plot, then the applicant is responsible for the upkeep of the area and is liable to do so.
- 1.13 No flat memorial stone shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus detailed sketch of the memorial which will include all measurements with regard to the depth of the memorial and the position of the flower container hole and inscription proposed.
- 1.14 All flat memorial headstones inclusive of floral holders (non glass for safety reasons) shall remain at the sole risk of the purchaser and the Council shall not be responsible for any damage or breakage which may occur to same.
- 1.15 No flat memorial headstones will be permitted to be taken from the Garden of Remembrance, except by order of Falmouth Town Council or the appropriate Officer.
- 1.16 Only one flatstone / memorial per grave space is allowed and must be in accordance with the Council's Memorial Regulations.
- 1.17 To ensure all memorial works comply and conform to BS8415 Standards all permanent memorials are to be constructed and installed by a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM) or National Association of Memorial Masons (NAMM) to include registration on the Register of Qualified Memorial Fixers (RQMF).
- 1.18 No work is to take place in the cemetery before 8.30a.m. and after 5.00p.m. or sunset (whichever is sooner) unless agreed otherwise by the Cemetery Operative. No work will take place on Saturdays, Sundays or any bank or public holidays, except by agreement with the Council. Monumental Masons will be required to suspend work for the duration of a funeral.
- 1.19 Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a safe and tidy condition.
- 1.20 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title.
- 1.21 The Council will make regular checks of memorial in accordance with its Memorial Safety Policy.

## **2. Erection of a Flatstone / Memorial**

- 2.1 An application form for all proposed memorials and inscriptions must be submitted to Falmouth Town Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include detailed sketch and measurements of the memorial.
- 2.2 No memorial is to be installed unless a permit has been granted. On receipt of permit accredited Monumental Masons to liaise with the Cemetery Operative, when to attend the site to undertake the work, check the permit detail with him, and agree with him the correct grave/permit location before commencing any work or removing any memorial.

- 2.3 The Council recommends that grave owners obtain a guarantee from the Memorial Mason for all work they carry out and arrange for the Memorial Mason to check the memorial for defects every 5 years.
- 2.4 The Council carries out regular inspections of memorials and reserves the right under current Health and Safety legislation to 'make safe' any defective memorials found in accordance with its Memorial Safety Policy.
- 2.5 All memorials (including memorials being re-fixed after a burial has taken place and those found to be unsafe after memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (NAMM) approved standard and code of safe working practice. This states the minimum requirements for the fixing of memorials.
- 2.6 If an additional inscription involves the supply and fixing of a new plinth or further section of stone then a sketch of the proposed stonework showing details is to be supplied and approved by the Council as per 2.1 above.
- 2.7 Additional 'free-standing' / unattached plinths or non-fixed stonework etc will not be permitted.
- 2.8 Repairs to memorials are to be carried out by an accredited Memorial Mason. An application for permission to carry out repairs should be submitted to the Town Council.
- 2.9 Pursuant to the Local Authorities Cemeteries Order 1977 the Town Council reserves the right to remove any unauthorised memorial.
- 2.10 Any unauthorised work is undertaken at the persons own risk.

### **3. Exclusive Rights of Burial**

- 3.1 By Article 10(6) of the Local Authorities Cemeteries order 1977, no body must be buried, or cremated remains interred or scattered, in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner(s) of the right.
- 3.2 The lease period for granting of Exclusive Rights of Burial is 50 years and the grant can be issued in single or joint ownership (up to a maximum of three individuals).
- 3.3 The Exclusive Rights of Burial must be purchased before a memorial can be placed on a grave space.
- 3.4 Written consent for any memorial works is required from the owner(s) of the Exclusive Rights of Burial to be submitted to the Council. In the case of multiple ownership all signatures will be required to erect a memorial.
- 3.5 Transferring of Exclusive Rights of Burial may be assigned by Deed or bequeathed by Will for which sight of a legal document is required by the Council. A Form of Assignment is issued by the Council at the time of purchase of the Exclusive Rights of Burial. Further information regarding the procedure for the transfer of ownership during the life of the registered owner can be obtained from the Council Office.

**4. Vandalism** CLASSIFICATION: DRAFT- NOT YET RATIFIED BY COUNCIL COMMITTEE

4.1 The Council does not accept any liability in the event of the memorial being vandalised.

**5. Safety of Memorials**

5.1 Under the provisions of the Health and Safety at Work Etc Act 1974 and associated legislation and in accordance with the Local Authorities' Cemeteries Order, 1977, the Council is obliged to assure safety within the Cemetery and to have a documented memorial inspection programme in place. The inspection programme will identify unsafe memorials and ensure that they are made safe by whichever method is appropriate. There is also a requirement for the Authority to ensure that new memorials are properly and securely erected to ensure long-term safety of visitors to the cemetery.

5.2 The Council will carry out a programme of regular checks of memorials. Further information on this programme of memorial safety testing is available from the Council Offices.

5.3 The Council reserves the right to remove unsafe memorials at its discretion if the owner or successor cannot be found.

**6. Review and amendment of Regulations.**

6.1 These Regulations form part of the Regulations and Scale of Fees and Charges applicable to the management of the Falmouth Cemeteries under the jurisdiction of the Falmouth Town Council who reserve the right to alter or vary the foregoing Regulations or to deviate therefrom in any particular instance if it shall appear to the Council desirable so to do.

**A.M. WILLIAMS**

Town Clerk

Falmouth Town Council

The Old Post Office

The Moor

Falmouth

TR11 3QA

Tel: 01326 315559