

**FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Grounds, Facilities and Environmental Action Committee held on 3<sup>rd</sup> September 2025 at 7.20pm in the Melvill Room, Pendennis Castle, Falmouth.

Present: Councillors D A Konik (Chair), J A Walkden (Vice-chair), G P Andrewartha, D V Evans BEM CC, K S Holbrook, L E Howes, and J A R Stowell

Also present: Councillors D Clegg CC, A J Jewell, T M Pearce, J C Robinson and D W Saunby CC

In attendance: A M Williams	(Town Clerk)
A Medlin	(Facilities Manager)
S Penna	(Grounds Manager)
K M Hall	(Strategic Environmental Projects Officer)
V Rogers	(Administrative Officer)

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.

**GFEA184     APOLOGIES**

An apology for absence was received and approved from Councillor Munden (family matter).

**GFEA185     INTERESTS AND DISPENSATIONS**

None received.

**GFEA186     MINUTES**

It was proposed by Councillor Evans, seconded by Councillor Stowell and

**RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> June 2025 be agreed as a correct record and signed by the Chair.

**GFEA187     FACILITIES MANAGER OVERVIEW AND UPDATE**

The Facilities Manager presented his report and responded to questions. The report was duly noted and forms part of these minutes.

Councillor Clegg thanked the Facilities Manager for successfully managing the Re-source Project delivery.

**GFEA188     GROUNDS MANAGER OVERVIEW AND UPDATE**

The Grounds Manager presented his report and responded to questions. The report was duly noted and forms part of these minutes.

He further updated that weed spraying was now complete. He recommended looking at charging for local businesses using Council open spaces for fee paying activities and would provide a list of comparable costings to the Committee to consider.

A request to move the shelter from the Skatepark to Trescobeas was discussed and concerns raised regarding anti-social behaviour.

It was proposed by Councillor Evans, seconded by Councillor Andrewartha and

**RESOLVED** that in principle a shelter be sited at the Trescobeas site subject to the view of Dracaena Youth Services and the Community Police Team.

A visit to the Jewish Cemetery at Ponsharden would be arranged for Councillors.

The Environmental Education and Enforcement Officers' report was duly noted and forms part of these minutes and the Chair thanked them for their help in expeditiously moving the unauthorised encampment on from Dracaena Fields.

#### **GFEA189      STRATEGIC ENVIRONMENTAL PROJECTS OFFICER OVERVIEW AND UPDATE**

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

She reported that the Council were not on target to achieve carbon neutrality by 2030 and discussed the options available.

It was proposed by Councillor Konik, seconded by Councillor Evans and

**RESOLVED** that the Council recognise the report and the options available and that the 2030 target is maintained as the Council noted that reporting and recording methodologies, as well as technologies, may change.

A further discussion was held on conversion of fuel from diesel to HVO involving installation of a new tank at the cemetery depot, including the costs involved. This would reduce carbon output by 90% for vehicles and plant.

The Motion by Councillor Evans that the funding for this is included in the 2026/27 budget was not seconded.

It was therefore proposed by Councillor Konik, seconded by Councillor Andrewartha and

**RESOLVED** to convert fuel source for Council vehicles and plant from diesel to HVO to be carried out as soon as possible and the Finance and General Purposes Committee are recommended to vire 2025/6 General Fund Reserve to action that at an approximate cost of £9,000.

Councillor Evans requested that his name be recorded as having voted against this recommendation.

**GFEA190**

**GREENBANK EVALUATION**

The evaluation and award of concession was noted.

**GFEA191**

**CEMETERY REGULATIONS**

It was proposed by Councillor Evans, seconded by Councillor Stowell and

**RESOLVED** that the amended Cemetery Regulations  
be approved (as attached).

**GFEA192**

**EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Konik, seconded by Councillor Stowell 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.



# FALMOUTH TOWN COUNCIL

## Grounds, Facilities & Environment Committee 3rd September 2025

### Facilities Manager Update:

#### 1. Re-Source Project : Training Programme Outputs 2025-30

Community engagement activity has continued following the formal opening ceremony of the the digital hub in Kimberley Park.

Targeted training will be coordinated by our Community Engagement Officer on an annual basis in the following areas:

- Number of people attending training sessions (120)
- Number of people supported to engage in life skills (40)
- Number of people experiencing reduced structural barriers into employment and into skills provision (5)
- Maximise opportunity for people with disability and ill health (inc mental health) (10)
- Maximise workbased opportunities for those with SEND. (10)
- Support the ageing population to remain economically active (10)
- Increase levels of functional numeracy and literacy in the adult population (10)

Activity in August included sessions on field recording which incorporated making recordings on smart phones and then demonstrating how to manipulate and optimize the recorded sounds for future use in music compositions and podcasts. Attendees were invited from a cross section of the above target audience.

#### 2. Municipal Building : Improvement Works

External works (Phase 1) have continued in the period to remedy water ingress and repair of external masonry in accordance with Conservation Officer approvals. This work is limited to the area above the front entrance portico. Anticipated completion early September.

An invitation to tender was advertised on the 29th July for internal works relating to the redesign of the internal gallery space. Initially this is to undertake RIBA Stages 0-2 which will inform a submission for funding. If approved, there will be a second phase RIBA 3-4. The final stage RIBA Stages 5-6 (construction period) will also be dependent on external funding applications.

The successful design team will be responsible for delivering further external works and all other aspects of work relating to the provision of professional services to undertake all the relevant tasks through the RIBA stages, including surveys, technical studies, business planning and the design of a practical and economically viable solutions through to contract management and administration.

#### 3. Public Convenience Management Review

Service delivery information has been invited from 5 neighboring town councils in order to review and share good practice in support of our ongoing review relating to

the operational management of our public conveniences. Key areas for review include the following:

- Cleaning frequency and delivery model (internal / contracted)
- Health and safety
- ASB, damage, graffiti and blockages
- Service cost comparison (where disclosed)
- Payment schemes in place (if applicable)
- Existing facility demographic (single use / unisex / disabled / changing places)
- Public / member perception

A summary report will be prepared and submitted to the Committee Chair relating to informed changes or improvements to the current operational management.

## **Grounds report 03/09/25.**

### **Treework.**

#### **Lawn Cemetery.**

Leylandii trees that are on the boundary of the lawn cemetery and Swanpool hill thinned out as all suffering from lack of light, one conifer with a split stem union felled

#### **KP.**

x1 Dead pine x1 dead Monkey puzzle felled

#### **Old Cemetery.**

Large pine that failed all cut up, timber gradually disappearing

### **Street Spraying.**

Street weed spraying underway in Falmouth, Budock & Penryn completed for 2025 now

### **Headland.**

Alerted Alison Harlow from English Heritage about Rhododendron clearance happening Autumn will include land leased to them.

Full tree survey booked for September

### **Dracaena**

Hope Pascoe is the new young lady carrying out sports attendance duties at Dracaena, first fixture 23<sup>rd</sup> August.

Full schedule of weekend fixtures for the season, including 2 new Sunday teams

Importing screened topsoil and wild flower seeding for the skatepark surrounds to be carried out this Autumn when weather conditions are favourable

### **Training**

Georgia Pollard and Jack Porter have successfully passed digger/dumper training which gives additional flexibility.

## **Ponsharden Cemeteries**

Several visits recently from members of the Jewish community.

The Mayor has met on site recently and will kindly assist with tractor and flail after the nesting season to tidy the roadside boundary.

## **Trescobeas.**

Pump track weeded, repaired and vegetation cut back from footpath as requested by Cllr Saunby.

Concrete pipe/shelter removed as agreed at previous meeting.

Please could the Committee consider the request from Cllr Robinson to site another shelter as a replacement

## **General**

I am frequently contacted by members of the public wanting to use our parks and POS for business activities , this can be for all sorts of things such as fitness classes, dog training and so on, I have always used the principle that “If you charge, we charge” got as much info as possible and best guessed a figure based upon what they are charging and the predicted number of customers that will attend their class/activity. This can be time-consuming usually with several emails going back and forward and the take-up is low as soon as people hear that they have to pay; Would the Committee consider an appropriate charge out hourly rate that applies across the board to standardise this and save time?

## E30 Report:

### August duties list

- Meetings/Cross County Tessa.
- Cross County vehicle Dwellers meeting. Discussing van dwellers living in our communities.
- Meeting with Traveller and Gypsy Manager CC - Tessa
- Visit to the new Van Dwellers outreach centre
- Meeting/visit to docks for an environmental inspections planning submission

### General extra duties above normal patrols

- Support and removal of Travellers on Dracaena Football Pitch and Gylly Carpark
- Removed of tent camps in Cemetery, Tennis Courts with outreach to a few camping out.
- Dracaena community day - stall on recycling/game
- Lots of work regarding business bins on Church Street and across town - Tessa
- Tessa did a dual patrol with the police on Red Arrows day - more of this to follow.
- Lots of graffiti removal
- Falmouth Carnival support
- High visibility patrols in Trescobeia Park - great results
- Visiting Terrace house on Avenue- calling in other agencies to deal with this situation - ongoing





## September 2025 – Strategic Environmental Projects Report for Grounds, Facilities & Environmental Action Committee

Focus	Action taken	Next steps
<b>Carbon Reduction</b>	<p><b>Princess Pavilion (COF)</b> – ongoing monitoring of additional carbon reduction possibilities.</p> <p><b>Passmore Edwards Municipal Building</b> – Total cost c. £2million. Bids submitted for funding by Cultural Services Director. LED lighting replaced fluorescent in three sections.</p> <p>Decarbonisation plan including the Carbon Audit for 2024/25 updated</p>	<p>Regular meetings to monitor further energy saving measures at PP.</p> <p>PE Municipal Building Bid outcome awaited.</p> <p>Continue replacing florescent lights with LED throughout library as funds allow.</p> <p>Committee to consider implications from carbon audit and decarbonisation plan.</p>
<b>Biodiversity</b>	<p>Successful trial of yellow rattle in the Victorian cemetery.</p> <p>Two pollinator-friendly beds created in new cemetery.</p> <p>Falmouth Nature events promoted via social media.</p> <p>Preparation for a engagement event in Kimberley Park underway.</p>	<p>Councillors to develop and take to Committee</p> <ul style="list-style-type: none"><li>• Declaration of an ecological emergency</li><li>• Biodiversity policy</li></ul> <p>Agree date for Nature Day in May 2026</p>
<b>Events</b>	<p>Festival for the Ocean took place on 8 June. Very successful.</p> <p>Green Week events at various locations also delivered 7 – 13 June.</p> <p>Promoted several initiatives by communities via social media – Blue Meadows, Repair Shop, Resilience workshop, bike rides etc.</p>	<p>Continue to promote environmentally focused community events via social media.</p>
<b>Water</b>	<p>New water fountain ordered for Swanpool toilets.</p> <p>New 1200l water butt installed at Kimberley Park Lodge</p> <p>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></p> <p>Meeting held in June to specifically discuss communications strategy for SWW works due to commence near Gylly in October.</p>	<p>Communication to encourage residents to be aware of resilience methodologies</p> <p>SWW first scheme starting in Queen Mary Gardens from Oct 2025 – Apr 2026.</p> <p>Wider sharing of SWW plans meeting to be set up during September.</p>
<b>Community Engagement</b>	<p>SEPO attends Fal Energy Partnership monthly meetings, Fal/Helford SAC meetings quarterly.</p> <p>FTC attend Falmouth Green Corridor meetings quarterly.</p>	

Focus	Action taken	Next steps
<b>Ocean Recovery</b>	<a href="#">Ocean Recovery - Falmouth Town Council</a> Cornwall and Isles of Scilly Marine and Coastal Partnership prepared Marine Nature Recovery Opportunities for the Fal and Helford. OCT Blue Meadows project held engagement events at Princess Pavilion in June and July. Response (July 8 <sup>th</sup> ) to MMO consultation MLA/2025/00240 supporting the applicant to plant seagrass in Falmouth Bay.	Blue Meadows seagrass restoration in Falmouth Bay
<b>Transport</b>	Electric bus part funded by FTC in operation on Falmouth Circular. Consideration of fuel change to HVO undertaken. Proposal attached	Committee to consider HVO conversion proposal and recommend to F&GP for consideration of funding
<b>Communication</b>	Beach Clean and Climate Café organised by others, promoted via FTC. Revised Motion for the Ocean updated on FTC website.	Promote Falmouth Nature events in Sept.
<b>Other</b>	Discussions held with Cornwall Council/Cormac about potential improvements to their land along the Green Corridor. FTC hosting cross-Cornwall town & parish councils information sharing.	Assist with any consultation work required
<b>Budget</b>	£7,000 allocated in 2025/26 budget; £400 towards Festival for the Ocean £200 towards Green Week	

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

1. to consider implications from carbon audit and decarbonisation plan
2. to approve the HVO proposal for consideration by F&GP

Prepared by Karen Hall, Strategic Environmental Projects Officer  
August 2025



Festival for the Ocean in pictures

# The Community



Falmouth Marine Conservation,

A volunteer-driven conservation community committed to safeguarding the marine environment through collaborative citizen science projects, experiential education and ocean engagement.

Splanna,

A creative collaborative youth project that explores environmentalism through art lead activism



Plastic Free Falmouth,

The local anchor to this ever-growing nationwide people-powered movement, housed by Surfers Against Sewage, dedicated to breaking free from single-use plastic, striving to stop its production for good!



Cornwall Seal Group,

Pioneering long term photo identification research since 2000, with a custom built data base, the evergrowing network of volunteers a critical in building up the 'big picture' of how seals use our coastal habitat. CSG Warning: seals are very engaging and frequently people become addicted!

Seaweed Institute:

A social enterprise that strives to promote sustainable and joyful engagement with seaweed, advocating against overexploitation through sharing key knowledge on seaweed ecology and cultural history!



Cornwall Wildlife Trust,

Protecting Cornwall's wildlife both on land and at sea, the Trust has worked to safeguard nature and help people enjoy its greatness for over 60 year. Its extensive marine conservation programme known as "Living seas", collects data, creates awareness campaigns for better marine protection and is definitely worth a look!



British Divers Marine Life Rescue:

An organisation forged by caring like-minded divers in 1988, the BDMLR continues to rescue marine wildlife (like the common seal) in UK waters, training 1000 volunteer Marine Mammal Medics every year, sharing crucial information to strengthen the rescue response



Incredible Oceans,

champions fun and impactful communication of vital ocean issues, helping to inform and empower people to take positive action for a more prosperous ocean!



Falmouth Marine Conservation and partners including the snorkel safari



Cornwall Wildlife Trust



British Divers Marine Rescue demonstrating a dolphin rescue



Duncan Cameron, Falmouth University with 'basket shark'



Falmouth Town Council making cyanotypes



## The Great Big Green Week 7 – 15 June

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

A programme of community-based information sharing activities was put together to celebrate the Climate Coalition's Great Big Green Week.

**THE GREAT BIG GREEN WEEK 7-15 JUNE**  
FALMOUTH TOWN COUNCIL

Falmouth's Great Big Green Week is an opportunity to find out more about what our community is doing to conserve and protect the local environment and how you can play your part.

<b>Saturday 7 June</b> <b>Family Activity</b> <b>Fal River Collage</b> Falmouth Art Gallery 11am - 12.30pm & 2pm - 3.30pm	<b>Tuesday 10 June</b> <b>Water</b> South West Water & Community Energy Plus Falmouth Library; 10am - 12.30pm Making Space for Sand Falmouth Library; 1.30pm - 4.30pm
<b>Sunday 8 June</b> <b>World Ocean Day</b> <b>Festival of the Ocean</b> Gyllyngvase Beach 11am - 3.00pm <b>Falmouth &amp; Penryn Repair Cafe</b> Princess Pavilion 1.30pm - 4.00pm <b>David Attenborough: Ocean</b> The Phoenix Cinema 4.40pm	<b>Wednesday 11 June</b> <b>Food</b> Fairtrade Coffee & Cake Falmouth Library; 10am - 12.30pm <b>Falmouth Food Co-op</b> Falmouth Library 1.30am - 4.30pm
<b>Monday 9 June</b> <b>Environment</b> <b>Falmouth Town Council</b> Falmouth Library 10am - 12.30pm <b>Falmouth Marine Conservation</b> Falmouth Library 11am - 3pm	<b>Thursday 12 June</b> <b>Reduce, Reuse, Recycle</b> <b>Un-rap Coop</b> Market on The Moor 10am - 12.30pm <b>Transition Falmouth</b> Market on The Moor 1.30am - 4.30pm
	<b>Friday 13 June</b> <b>Biodiversity</b> <b>Greenpeace</b> Falmouth Library 10.00am - 12.30pm

**Family Workshop**

**FALMOUTH ART GALLERY**  
FALMOUTH TOWN COUNCIL

**Fal River Collage**  
JOIN A COMMUNITY COLLAGES

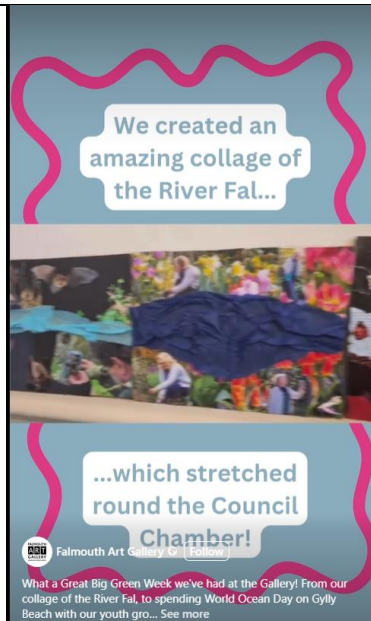
**FREE DROP-IN**

Using recycled paper, magazines and newspaper, create your very own section of the River Fal! All sections will join together to form a beautiful collaborative artwork.

**SATURDAY 7TH JUNE**  
11am - 12.30pm & 2pm - 3.30pm  
Falmouth Art Gallery [Follow](#)

What a Great Big Green Week we've had at the Gallery! From our...

The Art Gallery kicked the week off with a couple of practical family-friendly workshops creating a community collage of the River Fal to reflect our focus on the ocean this year.



Sunday coincided with World Ocean Day on 8 June so the council supported Falmouth Marine Conservation's Festival for the Ocean with a stand including Splanna and cyanotype creation using seaweed. With over 500 people talking to a range of organisations, this was a phenomenal success.



In addition we negotiated a special screening of Ocean by Sir David Attenborough at the Phoenix cinema.

Monday's theme of the environment welcomed our Environmental Officers in the morning to talk to people about any issues they may have so that we could help them get resolved.





In the afternoon, we were joined by the Blue Meadows and Fal & Helford Estuary officers who were on hand to talk about all things ocean.



Our theme of water attracted South West Water in conjunction with CEP to discuss how to save money on household bills



And the Making Space for Sand project shared ideas on how to be prepared for sea rise levels. This is of particular relevance to our residents in Maenporth and Swanpool



Falmouth Fairtrade put on an incredible spread and set up a coffee and cake session in the council chamber with lots of chat with a range of different people. The cakes were delicious.



In the afternoon Falmouth Food Coop had a display of a typical food box that can be purchased from them. A prize draw saw one lucky winner take the box home to experience this local produce



Falmouth's newest Co-op at Un-rap took the opportunity in a





Our ever reliable Transition Falmouth and Fal Energy Partnership put a stall together to try and engage people in sustainable living practices



Our final session before the start of the Shanty weekend saw Greenpeace enjoy conversations about ocean diversity and the need to protect it.





## **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.~~ Flowers and wreaths will be cleared from the grave after two weeks. Badly damaged or faded artificial flowers will be removed during routine maintenance. Christmas wreaths will normally be removed during the first week of February. If you wish to remove them yourself, please do so before 31<sup>st</sup> January.
- 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~~ Officer. 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~~ **Officer**, when to attend the site to undertake the work, check the permit detail with ~~him~~ **them**, and agree with ~~him~~ **them** 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.~~ Flowers and wreaths will be cleared from the grave after two weeks. Badly damaged or faded artificial flowers will be removed during routine maintenance. Christmas wreaths will normally be removed during the first week of February. If you wish to remove them yourself, please do so before 31<sup>st</sup> January.
- 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~~ Officer. 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~~ **Officer**, when to attend the site to undertake the work, check the permit detail with ~~him~~ **them**, and agree with ~~him~~ **them** 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**

- 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.

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