

Pecyn Dogfennau



Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

DYDD MERCHER, 29 MAWRTH 2017

AT: YR AELOD O'R BWRDD GWEITHREDOL DROS ADFYWIO A HAMDDEN

**YR WYF DRWY HYN YN EICH GALW I FYNYCHU CYFARFOD
O'R CYFARFOD PENDERFYNIADAU AELOD O'R BWRDD
GWEITHREDOL DROS ADFYWIO A HAMDDEN A GYNHELIR YN
YSTAFELL BWYLLGOR GWASANAETHAU DEMOCRATAIDD,
NEUADD Y SIR, CAERFYRDDIN AM 10.00 AM, AR DYDD
MERCHER, 5ED EBRILL, 2017 ER MWYN CYFLAWNI'R
MATERION A AMLINELLIR AR YR AGENDA ATODEDIG.**

Mark James DYB

PRIF WEITHREDWR



AILGYLCHWCH OS GWELWCH YN DDA

Swyddog Democrataidd:	Martin S. Davies
Ffôn (llinell uniongyrchol):	01267 224059
E-bost:	MSDavies@sirgar.gov.uk
Cyf:	AD016-001

AGENDA

1. DATGANIADAU O FUDDIANNAU PERSONOL.
2. CYMERADWYO A LLOFNODI HYSBYSIAD PENDERFYNIAD Y CYFARFOD A GYNHALIWDYD AR YR 16EG MAWRTH 2017. 3 - 4
3. AMGUEDDFA TREF CAERFYRDDIN. 5 - 14
4. POLISI AR GYFER DARPARU MEINCIAU COFFA MEWN MANNAU AGORED CYHOEDDUS. 15 - 24
5. WEDI YSTYRIED HOLL AMGYLCHIADAU'R ACHOS AC WEDI CYNNAL PRAWF BUDD Y CYHOEDD GALL YR AELOD O'R BWRDD GWEITHREDOL FARNU NAD YW'R EITEMAU GANLYNOL I'W CHYHOEDDI AM EU BOD YN CYNWYS GWYBODAETH EITHRIEDIG FEL Y'I DIFFINNIR YM MHARAGRAFF 14 O RAN 4 O ATODLEN 12A I DDEDDF LLYWODRAETH LEOL 1972, FEL Y'I NEWIDIWYD GAN ORCHYMYN LLYWODRAETH LEOL (MYNEDIAD AT WYBODAETH) (AMRYWIO) (CYMRU) 2007.
6. CRONFA MENTRAU GWLEDIG SIR GAERFYRDDIN - CAMBRIAN ICE CREAM. 25 - 34
7. CRONFA MENTRAU GWLEDIG SIR GAERFYRDDIN - NATURE'S BEST CATERING. 35 - 44

Eitem Rhif 2

**CYFARFOD PENDERFYNIADAU AELOD O'R BWRDD
GWEITHREDOL DROS ADFYWIO A HAMDDEN**

DYDD IAU, 16 MAWRTH 2017

YN BRESENNOL: Y Cyngorydd: M. Gravell (Aelod o'r Bwrdd Gweithredol).

Roedd y swyddogion canlynol yn bresennol:

J. Bowen, Cynorthwydd Adfywio Cymunedol;
R. Furlong, Swyddog Cymorth Grantiau;
J. Hancock, Swyddog Datblygu Mentrau Cymdeithasol Blaenllaw;
Y. Pellegrotti, Cydgysylltydd Prosiect
M.S. Davies, Swyddog Gwasanaethau Democraataidd

1. DATGANIADAU O FUDDIANNAU PERSONOL

Ni chafwyd dim datganiadau o fuddiant personol.

2. COFNOD PENDERFYNIADAU - 20 CHWEFROR, 2017

PENDERFYNWYD llofnodi bod cofnod penderfyniadau'r cyfarfod oedd wedi'i gynnal ar 20 Chwefror, 2017 yn gofnod cywir.

3. ADDASIAD I'R TÂL A GODIR YN 2017-18 AM NEUADD CHWARAEON LAWN YNG NGHANOLFAN CHWARAEON LLANELLI

Bu'r Bwrdd Gweithredol yn ystyried adroddiad a oedd yn gofyn am gymeradwyaeth i gynyddu'r gost ar gyfer llogi'r neuadd chwaraeon lawn yng Nghanolfan Hamdden Llanelli a fyddai'n cyd-fynd â'r ffigwr chwyddiant o 2.2% a chanolfannau hamdden eraill ledled y Sir.

PENDERFYNWYD cymeradwyo cynnydd yn y gost logi'r neuadd chwaraeon lawn yng Nghanolfan Hamdden Llanelli o'r swm a gytunwyd sef £85 i £86.40.

4. CYMORTH ARIANNOL O'R GRONFA GRANT GANLYNOL: CRONFA CYLLID A DARGEDIR

PENDERFYNWYD cymeradwyo'r ceisiadau canlynol am gymorth o'r Gronfa Cyllid a Dargedir yn amodol ar y telerau a'r amodau arferol ac ar y rhai a bennwyd yn yr adroddiad:

Ymgeisydd

Dyfarniad

Cyngor Cymuned Llanon a Chlybiau Chwaraeon Gwendraeth Uchaf a'r Gymdeithas Gymunedol	£20,000.00
CYCA	£19,889.00
Canolfan y Mynydd Du mewn partneriaeth â Chyngor Cymuned Cwarter Bach	£16,098.00
Ail Gyfle – Second Chance Ltd	£9,000.00
Gŵyl Ddefaid Llanymddyfri	£20,000.00

5. ADRODDIADAU NAD YDYNT I'W CYHOEDDI

PENDERFYNWYD yn unol â Deddf Llywodraeth Leol 1972, fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywio) (Cymru) 2007, na fyddai'r eitemau canlynol yn cael eu cyhoeddi, gan fod yr

adroddiadau'n cynnwys gwybodaeth eithriedig fel y'i diffiniwyd ym Mharagraff 14 o Ran 4 o Atodlen 12A i'r Ddeddf.

6. GWAREDU DŵR WYNEB DWYRAIN CROSS HANDS

Ar ôl cynnal prawf budd y cyhoedd PENDERFYNWYD YN UNFRYDOL, yn unol â'r Ddeddf y cyfeiriwyd ati yng nghofnod rhif 5 uchod, na fyddid yn cyhoeddi cynnwys yr adroddiad gan ei fod yn cynnwys gwybodaeth eithriedig am faterion ariannol neu fusnes rhywun penodol (gan gynnwys yr Awdurdod oedd yn meddu ar y wybodaeth honno) (Paragraff 14 o Ran 4 o Atodlen 12A i'r Ddeddf).

Yr oedd y prawf budd y cyhoedd o ran y mater hwn yn ymwneud â'r ffaith fod yr adroddiad yn cynnwys gwybodaeth fanwl am faterion a dyheadau busnes ac ariannol yr ymgeiswyr. Yn yr achos hwn, yr oedd y budd i'r cyhoedd o ran cadw cyfrinachedd yn drech na'r budd i'r cyhoedd o ran tryloywder ac atebolrwydd, gan y byddai datgelu'r wybodaeth yn debygol o niweidio'r ymgeiswyr ar hyn o bryd.

Bu'r Aelod o'r Bwrdd Gweithredol yn ystyried adroddiad yn gofyn am awdurdod i ddynodi cyllid er mwyn cael gwared ar gyfyngiad datblygu yn Safle Cyflogaeth Strategol Dwyrain Cross Hands.

PENDERFYNWYD cymeradwyo grant o hyd at uchafswm o £20,000 yr un ar gyfer dau berchennog tir gwahanol sef NR Evans a JBCH er mwyn cyflymu'r brosesi o waredu dŵr wyneb o'r system dŵr budr a gosod y cysylltiad dŵr budr yn Nwyrain Cross Hands.

7. CRONFA MENTRAU GWLEDIG SIR GAERFYRDDIN - HDG FARM SUPPLIES LTD

Ar ôl cynnal prawf budd y cyhoedd PENDERFYNWYD YN UNFRYDOL, yn unol â'r Ddeddf y cyfeiriwyd ati yng nghofnod rhif 5 uchod, na fyddid yn cyhoeddi cynnwys yr adroddiad gan ei fod yn cynnwys gwybodaeth eithriedig am faterion ariannol neu fusnes rhywun penodol (gan gynnwys yr Awdurdod oedd yn meddu ar y wybodaeth honno) (Paragraff 14 o Ran 4 o Atodlen 12A i'r Ddeddf).

Yr oedd y prawf budd y cyhoedd o ran y mater hwn yn ymwneud â'r ffaith fod yr adroddiad yn cynnwys gwybodaeth fanwl am faterion a dyheadau busnes ac ariannol yr ymgeiswyr. Yn yr achos hwn, yr oedd y budd i'r cyhoedd o ran cadw cyfrinachedd yn drech na'r budd i'r cyhoedd o ran tryloywder ac atebolrwydd, gan y byddai datgelu'r wybodaeth yn debygol o niweidio'r ymgeiswyr ar hyn o bryd.

Bu'r Aelod o'r Bwrdd Gweithredol yn ystyried cais gan HDG Farm Supplies Ltd am grant tuag at adeiladu adeilad newydd pwrpasol ar gyfer storio a dosbarthu yn Sanclêr a fyddai'n arwain at greu 5 o swyddi amser llawn ychwanegol.

PENDERFYNWYD cymeradwyo'r cais canlynol am gymorth o'r Gronfa Mentrau Gwledig Sir Gaerfyrddin yn amodol ar y telerau a'r amodau arferol ac ar y rhai a bennwyd yn yr adroddiad:-

Yr Ymgeisydd/Eiddo

Y Dyfarniad

HDG Farm Supplies Ltd / Tir yn Sanclêr

£100,000.00

5 EBRILL, 2017

Yr Aelod o'r Bwrdd Gweithredol:	Y Portffolio:
Y Cyng. Meryl Gravell	Adfywio a Hamdden

AMGUEDDFA TREF CAERFYRDDIN

Y Pwrpas:

Ystyried y dewisiadau ar gyfer dyfodol Amgueddfa Tref Caerfyrddin yng ngoleuni'r cynllun Achredu Amgueddfeydd.

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

Pan fethodd Amgueddfa Tref Caerfyrddin ei hasesiad Cynllun Sicrhau Ansawdd i Atyniadau Ymwelwyr (VAQAS) yn 2016 a nododd yr adroddiad wendidau mawr o ran y sefydliad, amlygodd bryderon eraill hefyd ynghylch pa mor briodol oedd yr amgueddfa yn Amgueddfa Achrededig a'i lleoliad a'i gweithrediad presennol.

Yr ateb a argymhellir o ran dyfodol Amgueddfa Tref Caerfyrddin fyddai:

- Tynnu Amgueddfa Tref Caerfyrddin o'r Cynllun Achredu Amgueddfeydd ac integreiddio casgliadau perthnasol yn y datblygiad llyfrgell/archifau newydd.

Mae dewisiadau eraill hefyd yn cael eu hystyried yng nghorff yr adroddiad hwn.

Rhesymau:

Mae'n ofynnol i Wasanaeth Amgueddfeydd Sir Gaerfyrddin gwblhau cais Achredu Amgueddfeydd erbyn Mehefin 2017. Bydd penderfyniad ynghylch Amgueddfa Tref Caerfyrddin yn cael effaith ar y cais am achrediad.

Y Gyfarwyddiaeth: Cymunedau Enw Pennaeth y Gwasanaeth: Ian Jones	Pennaeth Hamdden	Rhif ffôn/Cyfeiriad e-bost 01267 228309: IJones@sirgar.gov.uk
Awdur yr Adroddiad: Morrigan Mason	Rheolwr Datblygu Amgueddfeydd	01267 228696 MIMason@sirgar.gov.uk

Declaration of Personal Interest (if any):None

Dispensation Granted to Make Decision (if any):N/A

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER MEETING FOR REGENERATION & LEISURE
5TH APRIL 2017

CARMARTHEN TOWN MUSEUM

Background

This report considers options for Carmarthen Town Museum, which has a number of infrastructural and operational challenges. Its location within Carmarthen Library function room means it is closed when the room is in use. It is used to store stacks of materials and is inaccessible and unsafe. The museum has been temporarily closed since November 2016 due to concerns over public safety. In 2016 it failed the Visit Wales VAQAS assessment due to inaccessibility, poor signage, being used as a store, and inadequate size.

Carmarthenshire Museums will reapply for Museum Accreditation for each of its sites by June 2017. Carmarthen Town Museum has many fundamental shortcomings. Among these are whether it is in fact a 'museum', when it is only a small display without staff, resources, no collection of its own, and no public engagement. It is unlikely to achieve Accreditation.

Consideration is required to agree an appropriate and sustainable future for the display of objects currently described as 'Carmarthen Town Museum'.

Options

Option 1: remove Carmarthen Town Museum from the Museum Accreditation scheme and integrate relevant collections within the new archive/library development.

- Achievable and collections are more accessible;
- Improves public image of museums, archives, libraries.

Option 2: remove Carmarthen Town Museum from the Museum Accreditation scheme and place collections into storage until a future use is agreed.

- Museums stores already over-full.
- No improvement to public access.

Option 3: maintain the status quo and apply for Museum Accreditation.

- Insufficient resources to develop the museum product to achieve Accreditation.
- Poor quality product reflects poorly on the service.

Option 1 is the recommended option.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Ian Jones**

Head of Leisure

Policy and Crime & Disorder NONE	Legal NONE	Finance YES	ICT NONE	Risk Management Issues YES	Organisational Development NONE	Physical Assets NONE
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3.Finance

Option 1

This option can be approached as either a low or high spec redisplay, subject to the requirements of the archive/library development design brief.

Dismantle existing display	In-house team / PHS	£0
Redisplay and graphics high specification option	New display case	£3,000 - £5,000
	Digital interpretation	£1,500
Redisplay and graphics low specification option	Re-use old cases	£0
	Printed interpretation	In-house

Redisplay costs may be considered eligible as part of the wider capital development scheme.

Option 2

Due to a number of other pressing needs on museum storage, including the loss of the furniture store at Carmarthenshire County Museum to the Tywi Gateway Trust and the potential loss of stores at Parc Howard to a commercial tenant, the only immediate option is commercial storage.

Dismantle and pack existing display	In-house team / PHS	£0
Transportation	In-house team	In-house
Hire of secure storage unit	External contract	t.b.c.

Option 3

This option would realistically require major capital and ongoing revenue investment in order to establish a museum product that meets minimum Accreditation and VAQAS standards.

5. Risk Management Issues

The risks presented by the current situation relate to museum artefacts being kept in conditions where they cannot be monitored or managed because they are inaccessible and obscured.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones Head of Leisure

1. **Scrutiny Committee** N/a

2. **Local Member(s)** Cllr. Alun Lenny and Cllr. Jeff Thomas have been consulted and support the recommended option.

3. **Community / Town Council** Distributed to Carmarthen Town Council for consultation. Response due by 4th April so a narrative update on the response will be given.

4. **Relevant Partners** Library management are supportive of the proposal

5. **Staff Side Representatives and other Organisations** The Museums, Archives & Libraries division of Welsh Government (MALD) have been engaged and support the recommended option.

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Mae'r dudalen hon yn wag yn fwriadol

Report of the Director of Community Services

Executive Board Member Decision Meeting for Regeneration & Leisure

5th April, 2017

CARMARTHEN TOWN MUSUEM

Head of Service & Designation. Ian Jones, Head of Leisure	Directorate Communities	Telephone No. 01267 228309
Author & Designation Morrigan Mason, Museums Development Manager	Directorate Communities	Telephone No 01267 228696

This paper considers options for Carmarthen Town Museum following failings highlighted in the 2016 Visit Wales VAQAS assessment and the requirement to submit the museum service's Museum Accreditation return by June 2017.

Background

Carmarthen Town Museum is on the lower ground floor of Carmarthen Library, in a partitioned area within a function room. When the function room is in use, people cannot visit the museum.

It tells the story of Carmarthen through items from the Carmarthenshire County Collection. It achieved accredited status in 2013 and has the option to reapply in 2017. The museum is unstaffed and relies on the partnership with the library. It has been closed to visitors since October 2016 over concerns relating to public safety.

Carmarthen Town Museum has previously achieved Accreditation as part of a larger, umbrella service. On its own it cannot meet the basic requirements. It is essentially a temporary display because it does not hold long-term collections of artefacts. Venues for temporary exhibitions are not eligible for Accredited status. The umbrella service under which Carmarthen Town Museum can apply for Accreditation is Carmarthenshire Museum Service.

Museum Accreditation

Museum Accreditation is a UK-wide scheme which sets standards for museum management, collections care and public service. In Wales the scheme is managed by the Museums Archives and Libraries Division of Welsh Government in partnership with Arts Council England. The scheme is voluntary and achieved by taking part in a monitoring process to establish that the museum is meeting the necessary standards.

Key challenges facing Carmarthen Town Museum

1. The museum service is operating too many sites with too few resources. Carmarthen Town Museum failed the Visit Wales Visitor Attraction Quality Assurance Scheme (VAQAS) assessment in 2016. This measures the suitability of a venue as a 'tourist attraction'. Failure to achieve VAQAS indicates that the museum does not meet the definition of a 'visitor attraction'.
2. Although VAQAS and Museum Accreditation are not linked, VAQAS assessments are commissioned through MALD, the division of Welsh Government that oversees Museum Accreditation. It could be questioned why Carmarthen Town Museum was ever Accredited but in the context of the serious deterioration that has occurred since 2013, it is unlikely that it will achieve Accredited Museum status again in its present form.
3. Growing pressure on available space within Carmarthen Library has led to a reduction in the size of the museum. It is now very limited in content. VAQAS recommends the display should engage a visitor for at least an hour. The current exhibition has content to occupy a visitor for approximately 10 minutes.
4. Pressure on space within the library has resulted in the museum being used as a library store and it is regularly screened off and closed to visitors. This is illustrated in the June 2016 VAQAS report:

"The museum is located down some stairs, in a very small area off of a disused room. At the time of my visit, the entrance was screened off, and the area was screened off, and it was full of stacked chairs and an old typewriter. Although the staff member who had to show me to the museum did offer to move the chairs, it did not create a good first impression."

Photographs taken in October 2016 illustrate the situation



Carmarthen Town Museum

It has been appropriated by the library service as a store. Boxes piled high make it inaccessible and unsafe for visitors.



Entrance to Carmarthen Town Museum

Since this visit in October 2016, the museum is advertised as temporarily closed due to concerns over visitor safety.

5. The museum is signposted outside the building but internal signs to the museum have been removed and visitors have to ask for assistance to find it.

“It is housed in the town's library, and there is a large sign outside the building, indicating the presence of the museum. However once inside the building it was not clear to me where the actual museum is located and I had to seek the assistance of library staff.” Carmarthen Town Museum VAQAS Report, June 2016

Recommendations

Maintain the status quo and apply for Museum Accreditation anyway.

- The museum is not currently operational.
- When open, its location within the library function room frequently meant it was inaccessible.
- There are no dedicated staff and no resources to improve displays or public engagement.
- Carmarthen Town Museum is unable to meet the basic Accreditation standards relating to 'organisational health', 'collections', and 'users and their experiences'.

Remove Carmarthen Town Museum from the Museum Accreditation scheme and integrate relevant collections within the new archive/library development.

- The timing of this option coincides well with the development of the new archive/library facility.
- A transition from the current scenario with an isolated display in the basement can be replaced fairly seamlessly with an integrated display woven throughout the library.
- This can be achieved with little expense if current materials are re-used; or a higher specification can be achieved to tie in with the overall appearance of the archive development.
- Some (although not all) collections will remain accessible to visitors.
- This approach should improve the public image of museums, archives, libraries.
- Collections will be better managed within available resources.

Remove Carmarthen Town Museum from the Museum Accreditation scheme and place collections in storage until a future use is identified.

- The trial closure of Carmarthen Town Museum since October has not led to any complaint or customer feedback; it appears to have gone unnoticed.
- The timing of this option in terms of pressure on museum stores is particularly critical. Already identified as over-crowded, museum stores are under increasing pressure to accommodate collections from other buildings that are being leased to third parties. This is placing collections at risk from damage and loss.
- A commercial secure storage solution will be a short-term option to consider until a long-term solution is achieved.

DYDDIAD: 5 EBRILL, 2017

Yr Aelod o'r Bwrdd Gweithredol:	Y Portffolio:
Y Cyng. Meryl Gravell	Adfywio a Hamdden

POLISI AR GYFER DARPARU MEINCIAU COFFA MEWN MANNAU AGORED CYHOEDDUS

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

- Cymeradwyo'r polisi amgaeedig i'w roi ar waith mewn cyfleusterau a safleoedd hamdden awyr agored.

Rhesymau:

- Galluogi'r gwasanaeth i reoli ceisiadau am feinciau coffa i anwyliaid gan aelodau o'r cyhoedd.
- Sicrhau bod ymgeiswyr yn ymwybodol o'r trefniadau a'r telerau a'r amodau o ran cytuno ar feinciau coffa.

Y Gyfarwyddiaeth Cymunedau Enw Pennaeth y Gwasanaeth: Ian Jones	Swydd: Pennaeth Hamdden	Rhif Ffôn: 01267 228309 01267 228393
Awdur yr Adroddiad: Richard Stradling	Rheolwr Busnes a Phrosiectau	Cyfeiriad e-bost: IJones@sirgar.gov.uk RStradling@sirgar.gov.uk

Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOAR MEMBER DECISION MEETING REGENERATION &
LEISURE
5TH APRIL, 2017

Policy for Provision of Memorial Benches in Public Open Spaces

Carmarthenshire County Council receives requests from members of the public who wish to commemorate loved ones and or events by placing plaques on bench seating or other structures or planting a tree or something similar within the country parks or public open spaces. The policy sets out how requests will be considered and the terms and conditions where requests are approved for areas managed by Outdoor Recreation Services or for the Council.

There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity and also valued by the individuals and families who make the requests.

The policy recognises the need for a consistent approach to the provision of memorial requests to be placed in public open spaces. It also acknowledges that applications will be refused when the demands for memorials may be far greater than some geographical areas can accommodate and requests for memorials are not in keeping with the surrounding areas.

The policy allows for the provision of new/additional items as well as the refurbishment of existing items to ensure areas are not over populated with memorials. The policy therefore continues to welcome requests, and although acknowledges requests are for standard items it will also allow us to consider unique requests where it is appropriate to do so.

DETAILED REPORT ATTACHED?

YES –

Policy for Provision of Memorial Benches in Public Open Spaces

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy and Crime & Disorder NONE	Legal NONE	Finance YES	ICT NONE	Risk Management Issues NONE	Organisational Development NONE	Physical Assets YES
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3. Finance

The cost of the memorial, whether it be a procurement of a new one or refurbishment of an existing one will be borne in full by the applicant. There is no liability on the Council to maintain the memorial other than to maintain them in the same way as similar items in the same area.

7. Physical Assets

Requests for additional benches/structures or trees etc. will only be considered at sites where these additional items can be accommodated reasonably and or where the Council would seek to increase the existing numbers in any event. This decision will be aided by any site specific management plans.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

1. Scrutiny Committee - N/A

2. Local Member(s) - N/A

3. Community / Town Council - N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations - N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THERE ARE NONE

Policy for Provision of Memorial Benches in Public Open Spaces.

Introduction

Carmarthenshire County Council (the Council) receives requests from members of the public who wish to commemorate loved ones and or events by placing plaques on bench seating or other structures or planting a tree or something similar within the country parks or public open spaces. This policy sets out how requests will be considered and the terms and conditions where requests are approved for (areas managed by Outdoor Recreation Services or for the Council)

There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity and also valued by the individuals and families who make the requests.

This policy recognises the need for a consistent approach to the provision of memorial requests to be placed in public open spaces. It also acknowledges that the demands for memorials may be far greater than some geographical areas can accommodate and may include requests for memorials which are not in keeping with the surrounding areas.

The policy therefore continues to welcome requests, and although acknowledges requests are for standard items it will also allow us to consider unique requests where it is appropriate to do so.

Policy principles:

The following principles will be applied in considering requests and making decisions for memorials and will also set out the principles of the type of memorial to be approved, the location and future maintenance and replacement.

1. The type of memorial requested must be in keeping with the area that it is to be placed.
2. Requests for additional benches/structures or trees etc. will only be considered at sites where these additional items can be accommodated reasonably and or where the Council would seek to increase the existing numbers in any event. This decision will be aided by any site specific management plans.
3. In locations where there will be several benches in the same area, no more than 50% will be offered as a placement for a memorial bench. This is to prevent the area taking on the ambience of a dedicated memorial garden which may compromise the enjoyment of the space for general recreational activities.
4. The location will be chosen to minimise future maintenance and vandalism. Remote locations with poor access for maintenance and users will not normally be considered.

5. The full cost of a new memorial together with installation will be borne in full by the applicant, where a refurbishment is agreed then the full cost of the refurbishment will be borne by the applicant.
6. The applicant will provide the memorial plaque to a pre agreed design, size and text.
7. The applicant will have no claim of ownership to the item and will not be permitted to make any changes to the item after installation. Neither will they be allowed to place any additional mementoes or memorials at the site whether temporary or permanent.
8. The Council will maintain the item in the same way as it does similar items in the vicinity.
9. The Council will not be responsible for replacing the item where, it has reached the end of its natural life, replacement due to normal wear and tear, or for replacement as a result of damage whether accidental or wilful.
10. The Council will from time to time set standards in respect of specific items and requests will be considered in line with these standards. (e.g. construction materials used for benches, maintenance costs and durability, colour etc.)
11. Occasionally a unique rather than standard item may be requested as a memorial. In these circumstances, details of the construction, materials and specifications will need to be submitted to the Council for consideration as part of the approval process.
12. Requests to refurbish existing structures as well as for brand new items will be considered and as part of the process the Council will determine whether refurbishment or new provision is the most appropriate for each request.
13. Applicants who have approval will be asked to enter into an agreement with the Council setting out the terms and conditions for the memorial. Where an applicant is unwilling to agree to the terms and conditions then their request will be refused.
14. Where appropriate the authority will set maximum limits for memorials, and these may apply to individual locations, types of memorial, number of installations in a period of time, these are examples and not an exhaustive list.
15. The Council reserves the right to refuse an application.

Memorial Enquiry Form

Details of applicant

Name: -

Address: -

Telephone: -

Email: -

Please complete, print and return to: *(return address)*

Section A – Choice of Memorial

Please describe the type of memorial that you are proposing:-

Please state your preferred location for the memorial below (i.e. name of park/area and location)

1st Choice: -

2nd Choice: -

3rd Choice: -

Section B - Memorial Plaque

All plaques will be provided by the applicant to a specification determined by the Council. (The plaque size and specification will be determined by where the memorial is placed).

Please type the text that will appear on the plaque. Usually plaques will accommodate 4 lines of text:-
Example

IN MEMORY OF

A N OTHER

A GOOD FRIEND AND COLLEAGUE

1955 - 2016

For Office Use Only

<u>Date</u>	<u>Decision</u>	<u>Reason</u>	<u>Signature</u>

Memorial Agreement

Details of applicant

Name: -

Address: -

Telephone: -

Email: -

Memorial Location*: -

(*photo of installed memorial and associated plaque to be attached to this agreement for filing)

- This agreement sets out the terms regarding your purchase/refurbishment of a memorial(bench/tree/etc) at(name of location)
- The memorial will be of a design approved by the Council
- The memorial will become the property of the Council whether it be provided by the applicant or whether it be purchased by the authority and subsequently paid for by the applicant.
- The memorial shall be installed by an installer approved by the Council and in a manner approved by the Council.
- Memorials where appropriate may have an engraved metal plaque attached to commemorate loved ones. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- The Council will not accept applications for memorials to pets.
- The Council reserves the right to temporarily or permanently re-locate or remove the memorial from its location without prior notice.
- The Council accepts no liability for damage to any memorial or plaque from vandals or third parties. Such action may result in the memorial being removed permanently because of its subsequent condition.
- All memorials will be the property of the Council, therefore, except for the memorial plaque, memorials cannot be claimed as personal property.
- The memorial must not be painted, stained, have any work undertaken to it, or be changed in anyway without the prior written consent of the Council. The Council will undertake maintenance work in a similar way to similar items within the same area.
- The general public will have the right to benefit from the memorial e.g. if it's a bench then anybody is allowed to sit on it.

- Memorials which fall into disrepair, decay or reach the end of their natural life will be removed and not replaced.
- Memorials will not be ordered or purchased until the sum included in this agreement is paid in full.

Description of Memorial.....

.....

.....

Memorial message will read

.....

.....

(Applicant Name) will pay the sum of £.....

being the full cost agreed for the memorial and affixing of a plaque. (Supplied by applicant). I also understand and agree to all the terms and conditions above and agree to pay the sum above in full.

On behalf of the applicant: - _____ Date: - _____

On behalf of (insert facility): - _____ Date: - _____

Mae'r dudalen hon yn wag yn fwriadol

Eitem Rhif 6

Yn rhinwedd paragraff(s) 14 o Rhan 4 o Atodlen 12A% o ddeddf Llywodraeth Leol 1972 fel y'i diwygiwyd
Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywio) (Cymru) 2007

Document is Restricted

Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff(s) 14 o Rhan 4 o Atodlen 12A% o ddeddf Llywodraeth Leol 1972 fel y'i diwygiwyd
Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywio) (Cymru) 2007

Document is Restricted

Mae'r dudalen hon yn wag yn fwriadol

Eitem Rhif 7

Yn rhinwedd paragraff(s) 14 o Rhan 4 o Atodlen 12A% o ddeddf Llywodraeth Leol 1972 fel y'i diwygiwyd
Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywio) (Cymru) 2007

Document is Restricted

Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff(s) 14 o Rhan 4 o Atodlen 12A% o ddeddf Llywodraeth Leol 1972 fel y'i diwygiwyd
Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywio) (Cymru) 2007

Document is Restricted

Mae'r dudalen hon yn wag yn fwriadol