

# Document Pack



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THURSDAY, 15 JUNE 2017

## TO: THE EXECUTIVE BOARD MEMBER FOR CULTURE, SPORT AND TOURISM

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE  
**EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR  
CULTURE, SPORT AND TOURISM** WHICH WILL BE HELD IN  
ROOM 72A , COUNTY HALL, CARMARTHEN, AT 10.00 AM, ON  
THURSDAY, 22ND JUNE, 2017 FOR THE TRANSACTION OF  
THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Mark James* CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Martin S. Davies
Telephone (direct line):	01267 224059
E-Mail:	MSDavies@carmarthenshire.gov.uk
Ref:	AD016-001

# A G E N D A

1. DECLARATIONS OF PERSONAL INTEREST.
2. GUIDELINES FOR THE PROVISION OF MEMORIAL INSTALLATIONS IN PUBLIC OPEN SPACES. 3 - 12
3. EVENT SUPPORT FUND APPLICATIONS. 13 - 18

## EXECUTIVE BOARD MEMBER 22<sup>ND</sup> JUNE, 2017

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. Peter Hughes-Griffiths</b>	<b>CULTURE, SPORT &amp; TOURISM</b>

### GUIDELINES FOR THE PROVISION OF MEMORIAL INSTALLATIONS IN PUBLIC OPEN SPACES

#### Recommendations / key decisions required:

- To approve the attached guidelines for application within Outdoor Recreation sites and facilities.

#### Reasons:

- To enable the service to manage requests for memorials for loved ones from members of the public.
- To ensure that applicants are aware of the arrangements and terms and conditions where memorials are agreed.

Directorate Communities Name of Head of Service: Ian Jones	Designation: Head of Leisure	Tel No. 01267 228309 01267 228393
Report Author: Richard Stradling	Business & Projects Manager	E Mail Address: IJones@carmarthenshire.gov.uk RStradling@carmarthenshire.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 <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER CULTURE, SPORT & TOURISM**  
**22<sup>ND</sup> JUNE, 2017**

**Guidelines for The Provision of Memorial Installations 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 guidelines set 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 guidelines 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 guidelines allow 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 guidelines therefore continue 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.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES –Guidelines for The Provision of Memorial Installations in Public Open Spaces</b>
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**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	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>

### 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

## Guidelines for the Provision of Memorial Installations 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. These guidelines set 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.

These guidelines recognise 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 guidelines 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.

### 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)

1<sup>st</sup> Choice: -

2<sup>nd</sup> Choice: -

3<sup>rd</sup> 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: - \_\_\_\_\_

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## EXECUTIVE BOARD MEMBER

22<sup>ND</sup> JUNE 2017

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. Hughes Griffiths</b>	Culture, Sport & Tourism

### EVENT SUPPORT FUND APPLICATIONS

**Purpose:** To seek approval on decision on funding support for those applications received and scored to the Event Support Scheme 17/18

#### **Recommendations / key decisions required:**

To seek approval on applications received to the Events Support Scheme that have been assessed to the total amount of £8,350.00

**Reasons:** To get approval for financially supporting a number of events that can make contributions to the set criteria in growing positive impact of events and festivals

Directorate Chief Executives Name of Head of Service: Wendy Walters Report Author: Huw Parsons	Designation Assistant Chief Executive  Ass. Marketing & Media Manager	Tel No. / E Mail Address Ext 4112 WSWalters@sirgar.gov.uk Ext 5826 <a href="mailto:HLParsons@sirgar.gov.uk">HLParsons@sirgar.gov.uk</a>
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**Declaration of Personal Interest (if any): N/A**

**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 <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER CULTURE, SPORT & TOURISM**  
**22<sup>ND</sup> JUNE, 2017**

**EVENT SUPPORT FUND APPLICATIONS**

**1. BRIEF SUMMARY OF PURPOSE OF REPORT.**

As part of a series of actions to grow the contribution of events and festivals in Carmarthenshire, £20,000.00 has been approved to provide an Event Support Fund Scheme aimed at providing financial assistance to events in the county that can demonstrate that they can make a contribution to the Tourism, Community and Economic strategic aims. Further to one event being supported thus far with £500 support, the following applications have been received, assessed against the criteria with recommendations listed below

- Gŵyl Cerddoriaeth Llandeilo: Recommended support **£1,500**
- Llandelio Jazz Festival: Recommended support **£1,500**
- Pembrey Garden Festival: Recommended support **£0**
- Llandovery Motorbike Festival: Recommended support **£850**
- Carmarthen River Festival: Recommended support **£1,000**
- Ammanford Big Day Out: Recommended support **£2,000.**
- Gwyl Hanes Cymru I Blant / Children’s Festival of Welsh History: Recommended support **£1,500**
- Equine Show: Recommended support **£0**

Total sum recommended **£8,350.00**

**2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS**

These applications are for events in the traditional Peak season and consideration needs to be given to the objective to use events to drive demand into periods of the year when they can make a greater economic or promotional impact. More communication is being done to establish relationships with events that can bring more a spread throughout the year as well provide more of an impact than those already known

**DETAILED REPORT ATTACHED?**

No

**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: Wendy Walters**

**Head of Regen & Policy**

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>Yes</b>	<b>NONE</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The County Council's Transformations Regeneration Plan 2015-2030 highlights the aim to *transform the overall economic, environmental, cultural and social well-being of Carmarthenshire*. The Events Support Scheme as one of a set of aligned actions to grow events in the County by the County Council will make an impact to events that can in turn improve the contribution events and festivals make to the economy and communities in Carmarthenshire.

A criteria for assessment in this scheme is the contribution the applicant's events can make to the Heritage and Culture of their community including the positive use of the Welsh Language throughout the communication and delivering event activities through the medium of Welsh.

### 3. Finance

The funding for this scheme has been provided through core funds from the Marketing & Media section of the County Council. The total agreed sum for the scheme is set at £20,000 for the financial year 2017 / 2018.

### 5. Risk Management Issues

As a third party grant, the responsibility for successful event delivery is with the applicant who under the terms of the scheme are only allowed to make a claim after the event has occurred.

## CONSULTATIONS

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

Signed: Wendy Walters

Assistant Chief Executive (Regeneration & Policy)



## 1. Scrutiny Committee N/A

**2. Local Member(s)** All the local members below have been consulted and all supportive of the events.

Cllr Edward Thomas, Llandeilo.

Cllr Deian Harries, Ammanford

Cllr Alan Speake, Carmarthen

Cllr Handel Davies, Llandovery

Cllr Hugh Shepardson, Pembrey

## 3. Community / Town Council

Llandovery, Burry Port & Pembrey & Llandeilo Town Councils through the above County Councillors. The application for Ammanford is from Ammanford Town Council

## 4. Relevant Partners

The 120 members of the Events Network Circle have been made aware of the scheme itself and will be updated on the applications post Ex Board approval. Meetings to discuss the actual delivery of the various events will be organised with the applicants and those from the Local Trade, Carmarthenshire Tourist Association and Visit Wales

## 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:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Carmarthenshire Destination Management Plan 2015 2020		<a href="http://www.carmarthenshire.gov.wales/home/business/tourism/destination-management-plan.aspx#.WT-9TsuQyM8">http://www.carmarthenshire.gov.wales/home/business/tourism/destination-management-plan.aspx#.WT-9TsuQyM8</a>
County Council's Transformations Regeneration Plan 2015-2030		<a href="http://www.carmarthenshire.gov.wales/home/business/development-investment.aspx">http://www.carmarthenshire.gov.wales/home/business/development-investment.aspx</a>
Event Support Scheme guidance & Criteria		<a href="http://www.carmarthenshire.gov.wales/home/business/business-support/organising-events/funding-for-event-organisers.aspx#.WT_nqtQrKM8">http://www.carmarthenshire.gov.wales/home/business/business-support/organising-events/funding-for-event-organisers.aspx#.WT_nqtQrKM8</a>

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