



# PENRYN Town Council

YOU ARE HEREBY SUMMONED TO A MEETING OF THE AMENITIES COMMITTEE TO BE HELD ON **MONDAY 14 NOVEMBER 2016 AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

*Michelle Darcy*

Town Clerk  
8 November 2016

## **AMENITIES COMMITTEE AGENDA**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. DISPENSATIONS**
- 4. PRESENTATION BY THE DRACAENA CENTRE – OLD GENT’S HUT**  
To receive a presentation on the use of the Old Gent’s Hut by the Youth Service.
- 5. PUBLIC PARTICIPATION**  
An opportunity for members of the public to address the Committee concerning matters on the agenda. Members of public who wish to speak should contact the Town Clerk by 12.00 p.m. on Monday 14 November to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council’s website, [www.penryntowncouncil.co.uk](http://www.penryntowncouncil.co.uk), click on the link below, or visit the Town Council offices and request a copy: [Protocol for Public Speaking at Council Meetings](#)  
  
***PLEASE NOTE: This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.***
- 6. MINUTES**  
To approve as a correct record the minutes of the meeting of the Amenities Committee held on 26 September 2016 [Pages 3 – 5]  
  
To note the minutes of the meeting of the Penryn Week Committee held on 9 September 2016 [Pages 6 – 7]  
  
To note the minutes of the meeting of the Penryn Week Committee held on 14

October 2016 [Pages 8 – 9]

- 7. MAINTENANCE SCHEDULE UPDATE**  
To receive an updated maintenance schedule [Pages 10 – 18]
- 8. GLEBE CEMETERY UPDATE**  
To receive an update [Page 19]
- 9. LITTER BIN UPDATE**  
To receive an update on the positioning of the litter bins [Page 20]
- 10. MEMORIAL GARDEN UPDATE**  
To receive an update on the Memorial Garden [Page 21]
- 11. OLD GENT'S HUT UPDATE**  
To receive a verbal update from Councillor C K Wenmoth
- 12. WASTE REDUCTION SCHEME**  
To commence the drafting of a Waste Reduction Scheme [Page 22]
- 13. EXCLUSION OF THE PRESS AND PUBLIC**  
To resolve that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960 the public be excluded from the meeting during consideration of the following item by reason of the confidential nature of the item.  
Proceedings, apart from any resolutions passed, shall remain confidential.
- 14. APPOINTMENT OF CONTRACTOR FOR THE CLOCK TOWER**  
To appoint a contractor to carry out the repairs to the Clock Tower [To be tabled]

**Membership:**

Councillor C K Wenmoth (Chairman)  
Councillor Mrs M V Bennett  
Councillor N S Ferris  
Councillor D Garwood  
Councillor K S Green  
Councillor Mrs B Hulme  
Councillor Mrs M K May  
Councillor R P Mitchell  
Councillor Mrs S Peters (*ex officio* Deputy Mayor)  
Councillor G C Rickard  
Councillor M Snowdon (*ex officio* Town Mayor)

MINUTES OF A MEETING OF THE **AMENITIES COMMITTEE HELD ON MONDAY  
26 SEPTEMBER AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

C K Wenmoth (Chairman)

K S Green, Mrs B Hulme, Mrs M K May, Mrs S Peters and M Snowdon

**33. APOLOGIES**

Apologies were received from Councillors Mrs M V Bennett (personal), N S Ferris (work), D Garwood (away), and G C Rickard (ill).

**34. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**35. DISPENSATIONS**

There were no requests for dispensations.

**36. PUBLIC PARTICIPATION**

No requests had been received from members of the public wishing to speak at the meeting.

**37. MINUTES**

**RESOLVED** that the minutes of the meeting of the Amenities Committee held on 12 September 2016 be approved and signed as a correct record.

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs B Hulme*

**38. PRE-BUDGET DISCUSSION**

The Committee discussed various options for additional items to be included in the draft budget for the 2017/2018 financial year.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE** that the following provisions be included in the Town Council budget for 2017-18:

***Amenities (cost centre 110)***

*Bus Shelter Maint* – provision for digital bus timetables (Councillor Mrs M K May to confirm if the responsibility for the time tables is with Cornwall Council)

*Footpath Maintenance* – no extra funding required

*Seat Maintenance* –£500 for refurbishment of the Glebe Cemetery Seats

*Treluswell Verge* – no extra funding required

*Packsaddle Verge* – no extra funding required for maintenance

*Other General Maintenance* - allow contingency budget of £1,000

*Quay Hill Shelter* – no extra funding required

*Doorstep Green/Glasney* – replace fencing around the pond

*Memorial Garden Maint* – provision for replacement of flagpole (with internal mechanism for raising the flag)

*Floral Displays* – no extra funding anticipated for hanging baskets, quotation requested from Cormac for Summer Baskets.

*Litter Bin Maintenance* – awaiting installation of bins, no extra funding required

*Weed Clearing* – no extra funding required

*Bee Friendly Planting* – funds required to assist with planting throughout Penryn (e.g. planters attached to Town Signs) - Councillor C K Wenmoth to investigate seed/plant prices

### **Cemetery (cost centre 120)**

*Burial Ground Maint* – budget to increase to £5000 to allow for repainting of the gates and levelling of sunken graves

### **Capital Expenditure (cost centre 130)**

*Bus Shelters* - £3000 for installation of a new bus shelter

*Seats* - £3000 for two replacement seats in the Memorial Garden (to match existing)

### **Car Parks (cost centre 140)**

*Permarin Maint* – add £1000 to existing budget for repair/replacement of the missing/damaged coping stones

### **Civic Pride (cost centre 150)**

*Civic Insignia/Regalia* - £2500 for two new Mace bearer robes

*Bunting* - £1500 for new bunting (approx. 1000m)

### **Grants (cost centre 160)**

*Community Grants* – to remain at £7000, of which £2000 be allocated to the Stuart Stephen Memorial Hall

*Minor Enhancement Grant* – £5000 new grant scheme to assist householders

### **Other Services (cost centre 180)**

*CCTV* – no additional funding required

*Youth Service* - £3375 budget, reduced by 50%

### **Projects & Events (cost centre 190)**

*Penryn Week* - £2500

*Penryn Town Fair* - £1500

*Penryn Arts Festival* - £1500

*Penryn Christmas Lights* - £2500 increase of £1000

*Remembrance Sunday* - £300 increase of £50 for the brass band

*Neighbourhood Plan* – roll over any unspent budget and add a further £5000

*800<sup>th</sup> Anniversary Celebration* – no budget required, celebration complete

*Penryn Commemorates* – roll over unspent budget (re grant funded)

*Council Chamber Refurbishment* – no budget required, project complete

*Clock Tower Refurbishment* – roll over budget if project not completed

*Permarin Pocket Park* – roll over remaining funds from the grant received

*Greenfield Event* - £1500 for new event

*Mock Mayor 2017* – £500 (to become an annual event)

*Miscellaneous Expenditure* - £500 to support additional events

### **Public Conveniences (cost centre 200)**

Add 5% to current budgets

Budget to be removed if there is enough interest in a community toilet scheme

***Saracen House (cost centre 210)***

Due to the proposed relocation of the Town Council offices to Penryn Library – no budget is required

***Temperance Hall (cost centre 220)***

Add 5% to current budgets

*Interior and Exterior Decoration* - £10,000 for the exterior/interior decoration of the Temperance Hall, priority to be given to the exterior of the building.

***Town Hall (cost centre 230)***

Add 5% to current budgets

*Museum Expenditure* - £1000 to remain unchanged

*Wedding Licence Fee* – no budget, renewal due 2019/2020 financial year

***Penryn Library (cost centre 240)***

As an estimate to cover non-domestic rates, water, gas, electric, repairs and maintenance and annual contracts - £30,000 be put in the budget

***Health & Safety (cost centre 250)***

Add 5% to current budgets

***Other projects and requests***

*Paintings* – professional refurbishment/cleaning of the Bissom and Miss Rowe (Postmistress) paintings – Councillor Mrs B Hulme to contact a local restoration business

There being no further business the meeting closed at 9:15pm

**MINUTES OF THE MEETING OF THE PENRYN WEEK COMMITTEE HELD ON FRIDAY 9TH SEPTEMBER 2016 IN THE TOWN HALL, PENRYN AT 7.00PM**

Committee members present:

Councillors: Chairman - Mrs Mary May  
Mrs Shelley Peters, Mark Snowdon, Charlie Wenmoth  
Co-opted Members: Lea Parry

**1. APOLOGIES**

Apologies were received from Councillor Gill Grant, John Kirby and Peter Macfayden.

**2. MINUTES**

**RESOLVED** that the minutes of the meeting of the Penryn Week Committee held on 9<sup>th</sup> August 2016 be approved.

Proposed by Councillor Mark Snowdon and seconded by Councillor Shellie Peters.

**3. KEMENETH UPDATE**

Lea Parry has now been appointed as one of the official organisers. There will be no performance on Exchequer Quay. Funding was not successful. There will be two performances of Ordinalia at the Memorial Gardens, Quay Hill and St Thomas Street. College Field will also be used and appropriate licenses have been applied for. The road closures are from 8.00am until 6.00pm. Abseiling down the clock tower will now not be done because of insurance purposes. Grants received so far are £6,000 from Falmouth University and possibility £2,000 from Feast. Temperance Hall has been booked in case of wet weather. Rebel Brewery will be creating a new beer for the evening. The bands in the tent are to be finished at approximately 11.00pm. There will also be bars in the Memorial Gardens and College Field during the day. Is the Penryn Town Council logo on Kemeneth advertising? There are plenty of puppets.

Lea Parry declared an interest in Kemeneth. The Committee made Lea aware of the balance £1727.80.

It was **RESOLVED** that due to the scaling back of the Kemeneth event, the rest of the allocated budget will now only be paid to invoices for items purchased or entertainment only and not for hours laboured or time related,

**4. MOCK MAYOR UPDATE**

Lea gave details of the road closure. St Johns Ambulance has been booked and necessary tickets and timings. The Mayor of Falmouth and the Grand Bard are to attend. Cornwall Today has it advertised in their October issue. Mark made a comment over the confusion with Simon's invites which needs to be sorted.

**5. SON ET LUMIERE UPDATE**

Peter Walker will be on site at 3.00pm. Need to find a place for vehicles. Electric also required. Mark will need an itinerary of the day. The shops will need to be informed to stay open late for this event.

**6. ANY OTHER BUSINESS**

Lea said there will be a donation for Pop Up Craft Shop for Penryn Week.

**7. DATE OF NEXT MEETING**

A date would be agreed at a later time.

There being no further business the meeting was closed at 8.25pm.

**MINUTES OF THE MEETING OF THE PENRYN WEEK COMMITTEE HELD ON FRIDAY 14TH OCTOBER 2016 IN THE TOWN HALL, PENRYN AT 7.00PM**

Committee members present:

Councillors: Chairman - Mrs Mary May  
Mrs Gill Grant, Mrs Shelley Peters, Mark Snowdon  
Co-opted Members: John Kirby

**1. APOLOGIES**

Apologies were received from Councillor Wenmoth and Lea Parry.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. DISPENSATIONS**

There were no dispensations.

**4. MINUTES**

**RESOLVED** that the minutes of the meeting of the Penryn Week Committee held on 9<sup>th</sup> September 2016 be approved.

Proposed by Councillor Mark Snowdon and seconded by Councillor Shelley Peters.

**5. FEEDBACK OF EVENTS SO FAR**

Mock Mayor

Needs refining, perhaps start mid afternoon and consider combining it with another event. The road closures were too long. The feast needs to be cheaper. Advertising needs to be better next year, not all events were advertised on the Town Council's website. Suki has offered to do further costumes if required.

Son Et Lumiere

This was a huge success, and a fantastic evening. Thanks be conveyed to the Town Clerk for her help with Peter with the grant form and securing the funds. Proposed by Councillor Mrs Shelley Peters and seconded by Councillor Mrs Mary May.

Stormy Nights

The Committee had mixed views on this event. Well supported but maybe a bigger venue to suit a bigger audience?

Rachel Jones

A great film with more previews arranged, the next one being the Christmas Lights Switch On.

Kemeneth

As this was solely organised by Swamp Circus, the Committee. It was proposed by Councillor Mrs Peters and seconded by Councillor Mrs May to award £1500 towards this event next year. The evening was a great success although more seating would be needed next time.



**6. PENRYN'S 800<sup>TH</sup> BIRTHDAY CELEBRATION DINNER**

Invites have now been posted out to guests with a deadline of 28<sup>th</sup> October for responses. For the entertainment it is hoped to get 30 guests to each give a brief 3 minute talk on why they love or live in Penryn or favourite old memories of Penryn.

**7. DEAD RYNNER'S BANQUET**

This will be held on Saturday 27<sup>th</sup> November and the location needs to be confirmed as the Town Hall will be in the midst of refurbishment. A hog roast as been sourced and the dress code will be in line with the Dead Rynners attire.

**8. CHRISTMAS LIGHTS ENTERTAINMENT**

The children's entertainment will be in the Temperance Hall from 4.00pm until 5.30pm. Tanya's Courage will be hosting a Santa's Grotto all through December and the first one being on Switch On night. This will be a non chargeable grotto but donations welcome to Tanya's Courage. Cathy Wells has accepted the invitation to Switch On the lights. Jazz Harbour have confirmed as has Viva Voce and Suitcase Singers. Porthleven Band will be in attendance. The children in the choir be invited to join in the parade from the Memorial Gardens. Co-act will be performing. A hog roast will be outside the Town Hall.

It was agreed to email Brett Jackson from Swamp Circus to see if the puppets could join in the parade. Mary will contact Sarah from Xtrospective to enquire about lantern workshops.

Road closures will be from 6.00pm – 8.30pm. Rachel Jones will be showing her film in the Temperance Hall again. We can now advertise the shop window competition as well as advertise for entrants for the best Christmas Garden Display and Resident Window Display.

**9. GREENFIELDS 2017**

It was agreed to budget £1500 for this event next year. Brett to be asked about his Big Top. Venue to be College Field. A possible date for this is the first Saturday in June. Student representatives need to be invited and the University be asked to match our funding.

**10. ANY OTHER BUSINESS**

School children be invited to decorate the Mayor's Tree.

The Mayor's Civic Christmas Concert will be held on Sunday 4<sup>th</sup> December in the Methodist Chapel.

If there is enough money left in the budget it hoped to do a fireworks display.

**11. DATE OF NEXT MEETING**

A date would be agreed at a later time.

There being no further business the meeting was closed at 7.30pm.



# PENRYN Town Council

**AMENITIES COMMITTEE**

**14 NOVEMBER 2016**

## **Maintenance Schedule Update**

**Author: Helen Perry, Finance Officer**

### **1. Background**

A full maintenance schedule for Council assets and areas of responsibilities is in the process of being compiled.

### **2. Discussion**

The Town Council's caretakers carry out basic maintenance, other maintenance is completed by suitably qualified engineers (e.g. electricians).

The current schedules are attached as appendices to the report, please note the list is not extensive as this is a work in progress.

### **3. Recommendation**

That the maintenance schedules be noted.

### **4. Appendices**

- 1) Old Gent's Hut Maintenance
- 2) Memorial Garden Maintenance
- 3) Temperance Hall Maintenance
- 4) Permarin Car Park
- 5) Permarin Public Toilets
- 6) Glebe Cemetery



## PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - OLD GENT'S HUT

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Satellite Dish	Rusty, unused satellite dish	Remove satellite dish and dispose				
Sweep	Clean outside area	Sweep outside area to remove debris and rubbish			10/10/2016	Youth Service - to ensure outside is swept regularly
Waste receptacle for cigarettes	New container required	Install cigarette butt container				
Graffiti	Far door has sprayed paint	Remove sprayed paint from door				
Rubbish	General rubbish to be removed	Request the Dracaena Centre to ensure their rubbish is put out for collection			10/10/2016	Rubbish removed - Youth Service to ensure area is kept free of rubbish. General rubbish bin installed
Motorbike	Blocking entrance	Try to ascertain ownership of motor bike and request that they do not park on Council property				

**General notes:-**

MAINTENANCE Before commencing work - agreement with Dracaena Centre needs to be check (to ascertain responsibility)  
 WATER BUTT Find out ownership  
 CHAIN Reason for being attached to the bench

Date: 14 November 2016



# PENRYN TOWN COUNCIL

## MAINTENANCE SCHEDULE - MEMORIAL GARDEN

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
General Surface	Trip zones at edge of surface	Build up ground levels to remove trip hazard				
Paths	Trip Points	Repair surface as required				
Surface by Agility Bench	Worn grass area	Make good				Cormac - awaiting quotation
Surface by Air Walker	Worn grass area	Make good				Cormac - awaiting quotation
Unsecure Benches	Benches to be secured to the floor	Secure to the ground		30/11/2016		Make good where possible. Cost of new wooden benches to be obtained, to fit in with the existing benches throughout the town. (CW to try to obtain prices)
Various Benches	Benches should be located 1m away from the fence where possible	Move to correct distance and secure		30/11/2016		Move to correct distance where possible.
Entrance Gate	Bolts - there are no bolts at the top of the gate	Check if bolts are required		30/09/2016	30/09/2016	Bolts at top of gate - not required
Plaques	Cleaning of plaques	Jennings Plaque - clean Audiern Plaque - clean		30/11/2016		
Graffiti	Graffiti on Air Walker	Remove graffiti		30/09/2016	31/10/2016	
Dustbin	Cleaning	Clean		31/10/2016		Before Armistice Day
Flagpole	Repair pull cord	Replace the rope that pulls the flag up to the top of the pole		31/10/2016	20/10/2016	Councillor Keven Green volunteered to complete the repair.

**General notes:-**

Bee Friendly            Planting - to commence in the Spring  
 Memorial                Memorial stone in good condition  
 Railings                  Painting of the railings has been completed

Date: 14 November 2016



# PENRYN TOWN COUNCIL

## MAINTENANCE SCHEDULE - TEMPERANCE HALL

<i>Area/Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
<b>Kitchen</b>						
Electrics	Switches located in kitchen - labelling	Label Switches		30/11/2016		
Wall	Wall under window - bubbled	Scrape wall and make good				
<b>Boiler Room</b>						
Paintwork	Paintwork poor	Tidy paintwork				
Shelving	Shelving	Install shelving to enable the storage of more items				Prices for shelving to be obtained
<b>Toilets</b>						
Ladies	Baby changing unit	Install a baby changing toilet in the ladies toilet				Price for baby changing unit to be obtained
Ladies/Disabled	Public becoming locked in ladies toilet	Replace the locks on the ladies and disabled toilet		30/11/2016		Locks purchased, awaiting installation
Coat hangers outside disabled toilet	Repair wall	Fill in the holes by the coat hooks				
Gents	Wall - poor paintwork	Scrape wall by left of toilet and make good				
Gents	Toilet handle	Replace - toilet handle				
Upstairs toilets	Damp	To investigate the cause of the damp				
Upstairs toilets	Partition	Price to remove partition				Cost to remove the partition in the upstairs toilets to allow for better use of the space
Toilet - on stairway going to Committee room	Paintwork in poor condition	Scrape wall as required and make good				
<b>Stairways</b>						
To Balcony	Ceiling damp	To investigate the cause of the damp				

Date: 14 November 2016



# PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - TEMPERANCE HALL

Area/Item	Detail	Action	By Whom	Target Date	Completed	Comments
Peeling Paintwork	Paintwork poor	Scrape affected areas and make good				
Lights	Lights not working	Replace light bulbs and possible the fitting		30/09/2016	28/09/2016	
To committee room	Plaster needs to be repaired	Scrape off blown plaster and repair				
Floor by Box Office	Non-slip paint	Floor to be repainted as required				
<b>Main Hall</b>						
Paintwork	Redecorate	Repaint main hall				repainting to be scheduled, number of years in between decorating required
Lights	6 x Light tubes not working	Replace faulty tubes				Electrician required - due to height tower required in places
Dip in floor	dip in floor near boiler room entrance	Investigate the cause of the dip and how to repair				
<b>Balcony</b>						
Floor	Re-varnish the floor	Re-varnish when next scheduled repaint of the hall				
<b>Museum Storage</b>						
Partition	Consider removal of partition	Partition to possibly removed to create a larger storage space				
<b>Yard</b>						
Buddleia	Remove buddleia	Remove buddleia and treat				
Hose Holder	Rusty	Replace rusty hose holder				

Date: 14 November 2016



# PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - TEMPERANCE HALL

<i>Area/Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Drainage Pipe	Extend pipe	Extend pipe from launders to be nearer the drain				
Flooring	Slippery floor	Bleach flooring to remove green slippery area				
<b>Committee Room</b>						
Rubbish	Dispose of rubbish	Dispose of bike and wooden ramp				Arrange removal of items, check if other items need removing before arranging
Door to St Gluvias Street	Sticking Door	Catch on door to be filed	CJ	ASAP	28/09/2016	Door filed - to be monitored
<b>Front of Building</b>						
Buddleia	Remove buddleia	Remove buddleia and treat				
Windows	Poor paintwork	Repaint and repair windows				
Guttering	Guttering	Check guttering isn't blocked				

### General Notes

Automatic lights look at feasibility of automatic lights for the toilets, to save on electricity  
Boxes Boxes to be labelled in cupboards

Date: 14 November 2016



# PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - PERMARIN CAR PARK

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Repair fence	fence broken bottom corner	Repair Fence	CORMAC	ASAP		Contractor - Cormac to repair fence
Litter Pick	General litter	Remove litter - litterpick	CJ	As Required		Litterpick to be carried out as required
Line Painting		Lines to be repainted as required	CONTRACTOR			As required

**General notes:-**

MAINTENANCE Visual inspection of toilets required periodically

Date: 14 November 2016





# PENRYN TOWN COUNCIL

## MAINTENANCE SCHEDULE - PERMARIN PUBLIC TOILETS

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Steps Clean	Steps from Gents toilet are green and slippery	Clean steps to ensure	CJ	30/09/2016	21/09/2016	
Cleaning Contract	General Cleaning	Cleaning				Contractor - Churchill responsible for the day to day cleaning and open/close of the toilets
Wallgate Units	Service					Contractor - to service the wallgate units

### General notes:-

MAINTENANCE Visual inspection of toilets required periodically

Date: 14 November 2016



# PENRYN TOWN COUNCIL MAINTENANCE SCHEDULE - GLEBE CEMETERY

<i>Item</i>	<i>Detail</i>	<i>Action</i>	<i>By Whom</i>	<i>Target Date</i>	<i>Completed</i>	<i>Comments</i>
Gates	Dirty Gates	Clean gates	contractor			Contract cleans gates annually
Grave Levelling	32 graves to be levelled	Level Graves	contractor	31/03/2017		List of 32 graves given to contractor - works to be completed March 2017

**General notes:-**

MAINTENANCE      Monthly contract - Robbie's Garden Services  
Contract includes - grass cutting, weed spraying, planting



# PENRYN Town Council

**AMENITIES COMMITTEE**

**14 NOVEMBER 2016**

## **Glebe Cemetery Update**

**Author: Helen Perry, Finance Officer**

### **1. Background**

The Glebe Cemetery is located at the end of Love Lane, Gorran Gorras, Penryn, the cemetery is owned and managed by the Town Council.

### **2. Discussion**

Councillors C K Wenmoth and M Snowdon visited the cemetery to compile a list of the graves that are showing signs of sinking.

Thirty-two graves were identified, a list of the affected graves has been issued to the contractor.

The contractor will schedule the work in March/April 2017, as this will be the best time for new grass seeding.

Additional areas were identified which may be suitable for the interment of cremated remains.

The water retention system (water butts) needs to be improved for the collection of water and the protection of the water from debris.

The contractor will be commencing work on the new cremated remains border in the New Year.

### **3. Recommendation**

That the report be noted

### **4. Appendices**

None.



# PENRYN Town Council

**AMENITIES COMMITTEE**

**14 NOVEMBER 2016**

## **Litter Bin Update**

**Author: Helen Perry, Finance Officer**

### **1. Background**

A budget of £1000 is allocated to fund an additional 10 litter bins in the town. At the meeting of the Amenities Committee on the 12 September 2016, it was resolved that the types of bins and the locations be delegated to the Town Clerk in consultation with the Chairman of the Amenities Committee.

### **2. Discussion**

Councillor C K Wenmoth met with Darren Collins (Cornwall Council) and Nigel (Biffa Waste) on Monday 10 October 2016 and went on a tour of the bin locations in Penryn. At the meeting, the following four locations were identified as having a requirement for a bin:-

- Kernick Industrial Estate
- Alderwood Parc
- Old Gent's Hut
- Outside of Lidl's

The two bins from Permarin Car Park have been relocated at Kernick Industrial Estate and outside of Lidl's.

Darren Collins (Cornwall Council) has donated a concrete based bin for the Old Gent's Hut.

Alderwood Parc, unfortunately a suitable site to locate a bin cannot be found, as the bin would be too close to the residential houses.

### **3. Recommendation**

That the report be noted.

### **4. Appendices**

None.



# PENRYN Town Council

**AMENITIES COMMITTEE**

**14 NOVEMBER 2016**

## **Memorial Garden Update**

**Author: Helen Perry, Finance Officer**

### **1. Background**

The memorial garden is situated on Quay Hill, Penryn and contains a memorial to those killed on the site in WW2, various benches, play equipment and grassed areas.

### **2. Discussion**

*Royal British Legion, Penryn Branch – Bench (Millennium Seat)*

The bench donated by the British Legion has been refurbished by Mr Raymond Denny.

*Planting*

On the 9 November, Penryn College in conjunction with the Rotary Club and Cormac will be planting daffodils, tulips and purple crocus bulbs. The purple crocus bulbs are in support of the Eradication of Polio Awareness Scheme. Pollenator friendly planting will commence in the Spring 2017.

*RoSPA*

Cormac will be revisiting the Memorial Garden week commencing 7 November to quote for the safety flooring around the play equipment. The original information they collected has been misplaced.

### **3. Recommendation**

The report be noted

### **4. Appendices**

None.



# PENRYN Town Council

**AMENITIES COMMITTEE**

**14 NOVEMBER 2016**

## **Waste Reduction Scheme**

**Author: Helen Perry, Finance Officer**

### **1. Background**

The plastic bag tax scheme was introduced in October 2015 where a charge of 5p is applied to plastic bags given out by large retailers. A working party was set up in November 2015, which was disbanded in August 2016 due to lack of progress.

### **2. Discussion**

At the meeting of the Amenities Committee on 12 September 2016, it was resolved that further consideration be given to a waste reduction scheme.

### **3. Recommendation**

The Amenities Committee drafts a waste reduction scheme for approval at a later Council meeting.

### **4. Appendices**

None.