

Open Green Spaces Memorial Policy



THORPE ST ANDREW TOWN COUNCIL

1. Introduction

1.1 Thorpe St Andrew Town Council recognises the wish of many residents to remember loved ones with a memorial in an open green space. These requests are accommodated wherever possible, but it is important to remember that green spaces are enjoyed by a wide range of park users and residents.

The Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all.

The operating principles will ensure that requests for memorials are responded to in a consistent, efficient, and helpful manner. It will result in an appropriately located and available space being identified and enable a space to be offered in a timely manner.

2. Objectives

2.1 This policy has been produced for all council open green spaces with the following principles:

- To be clear and easily understood by residents and open green space users
- To balance the contrasting needs of a variety of users
- The recreational use of open green spaces is not compromised and ensure the quality of their appearance is maintained for the use and enjoyment of all users.
- To establish responsibility for the maintenance of memorials

2.2 The policy will ensure that memorials:

- Have an agreed style (see below) and be maintained for a period of 10 years (benches).



- Are not out of place in the open green spaces in which they are placed
- Will not cause offence to others

This policy recognises the need for a consistent approach to the provision of memorials in our public open spaces.

All new/replacement benches will be of a low maintenance uniform design constructed utilising recycled materials where possible. As resources available to the Council to provide public services reduce, much more consideration of the level of infrastructure to be provided and maintained is a priority. A rationalisation of the design quality of infrastructure is needed to avoid items which are onerous to maintain or have a poor life expectancy.

3. Procedure

3.1 All requests for memorials should be made using the application form attached.

3.2 All memorials are to be paid for by the applicant before the completion of installation unless otherwise agreed.

3.3 The Council accepts no responsibility if a memorial is damaged, vandalised or stolen.

3.4 The Council reserves the right to remove memorials at any time.

3.5 The Council does not accept applications for memorials of pets.

3.6 The interment or scattering of ashes in open green spaces is at the discretion of the council and must be requested in writing.

4. Memorial Benches

4.1 These will usually be existing benches or replacements for old benches. Additional benches in new locations within the preferred location may be considered. The full cost of a new bench and engraved plaque will be applicable to all additional benches (see 4.10).

4.2 The policy is to prioritise fixing of plaques to existing benches. Limiting the number of plaques per bench to 5 (five).

4.3 A fee of £40.00 for the addition of a memorial plaque is applicable. This includes a donation towards the original purchase and future maintenance of all benches plus the cost of the plaque. The donation is not allocated for maintenance of any specific bench.

4.4 Should there not be availability in the green space of the applicant's choice, the applicant may be offered an alternative green space for consideration.

4.5 Replacement or new benches must coordinate with any other benches within the location and will be procured by the Council (see 2.2)

4.6 The Council will be responsible for all installation work.

4.7 Memorial plaques are to be of brass (maximum size of 100mm x 75mm).

- The proposed inscription on a memorial plaque must be approved by the Council
- The inscription will include the date of manufacture in the bottom right hand corner
- Existing memorial plaques will be recorded with the commencement date of this policy
- Plaques will be arranged and fitted by the Council
- The Council retains the right to re-site a plaque should this become necessary
- Plaques must not be removed or inscriptions amended without notice to the Council

4.8 The Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life or term of 10 years.

4.9 No mementos such as cut or plastic flowers, flowers in pots, statues or vases will be permitted on or alongside any bench. The Council reserves the right to remove any such mementos without notice.

4.10 The Council will charge the full costs incurred for the supply of a new bench, base, and labour at cost. (£550.00).

5. Memorial Trees

5.1 Tree species, variety and location will be discussed and agreed with the Parks & Estates Manager to fit within the planting scheme of Council open green spaces.

5.2 Trees can be procured by the applicant or by the Council if the applicant is unable to source the agreed tree. Charges will be applicable accordingly.

5.3 The Council will be responsible for the planting of the tree which will take place during the winter months when they have the best chance of survival. The attendance of relatives during the planting can be arranged.

5.4 Memorial plaques are to be of brass (maximum size of 100mm x 75mm).

- Memorial plaques will not be permitted on trees, but they may be installed on a stake or similar fixing near the base of the tree.
- This will be arranged and fitted by the Council.
- The proposed inscription on a memorial plaque must be approved by the Council. The inscription will include the date of manufacture in the bottom right hand corner.
- Plaques must not be removed, or inscriptions amended without the written approval of the Council

5.5 A fee of £40.00 for a memorial plaque is applicable. This includes a donation towards the cost tree guards, stakes or other supports, future maintenance of trees. The donation is not allocated for maintenance of any specific tree.

5.6 The Council will maintain the tree in line with its current maintenance programme. It accepts no replacement liability for damage, vandalism, old or diseased trees.

5.7 No mementos such as cut or plastic flowers, flowers in pots, statues or vases will be permitted alongside any tree. The Council reserves the right to remove any such mementos. However native spring bulbs may be planted around the base of the tree, with the Council's agreement.

6. Other types of memorial

6.1 Applications for other types of memorial will be considered on a case-by-case basis.

7. Data Protection and Record Keeping

7.1 The Council will keep a record of applicants and their contact details in accordance with the General Data Protection Regulations.

7.2 It will be the responsibility of the applicant to provide the Council with updated details in writing. Failure to do so could lead to plaques being removed after an agreed period of 10 years without notice.

The named applicant will be informed of the forthcoming expiration date asking if they would wish to renew their agreement or to collect the inscribed plaque once removed. If contact cannot be made plaques may at the Council's discretion, be disposed of.

Application for Memorial Feature in Thorpe St Andrew

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

Type of Memorial *(please indicate preferred option)*

Bench Tree Other

<i>(please provide details)</i>

Preferred location *(please indicate preferred option)*

Tree Sir George Fitzmaurice River Other
Plantation Morse Park Park Green

<i>(please provide details)</i>

Name on Memorial:	
Inscription wording:	
Relationship to the person on the memorial	
Signature:	

Please return to: office@thorpestandrew-tc.gov.uk or to:

Thorpe St Andrew Town Council
Town Hall
Fitzmaurice Park
Pound Lane
Thorpe St Andrew, NR7 0UL