



## **OPEN SPACES MEMORIAL POLICY**

### **INTRODUCTION**

Belper Town Council's Facilities, Environment and Local Economy Committee and the Town Clerk will be responsible for the consideration of applications for installation of memorials and scattering ashes in Council owned Open Spaces.

The Council supports the needs and principles of allowing memorials in Open Space but the Council is also mindful that the facilities have many uses, and are enjoyed by a wide range of people. Therefore the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. It is the intention that the content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every three years and proposed amendments shall be submitted to Members for approval.

The Council will undertake to consult with user groups, where in place, relating to any review of the policy. This policy will be made available to the general public and all applicants for memorials will be issued with a copy.

### **OBJECTIVES OF THE POLICY**

The Council is seeking to ensure it adopts a clear, measurable and sympathetic approach to the management of its facilities, which will take account of the sometimes contrasting needs of a variety of facility users.

The policy will also ensure that only memorials are erected which are instigated by the next of kin or Executor and that memorials have a common appearance, style and size and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Any complaints relating to the implementation of the policy will be dealt with through the Council's Complaints Procedure.



## **GENERAL**

- 1) All applications for memorials and to scatter ashes should be completed on the official service request form and be signed by the applicant. Only applications from the next of kin or Executor will be considered.
- 2) All memorials should be paid for by the applicant before the completion of the installation.
- 3) Memorials will be positioned to maximise the benefit and development of the area, but the Council will attempt to accommodate the wishes of the applicants at all times. The Council may limit the number of memorials in a particular area
- 4) The Town Clerk will notify the applicant in the event that the memorial is damaged but is capable of economic repair.
- 5) The Council reserves the right to remove any memorials that have been damaged and are in the view of the Town Clerk beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (4) above.
- 6) The Council accepts no liability for damage to any memorials from vandals, third parties or whilst the Council carries out routine maintenance in its Open Spaces.
- 7) The Council will not grant applications for memorials to pets, or to scatter ashes of pets.
- 8) The number of memorials shall not detract from the prime recreational purpose of the facility. Therefore, the size and location of the Open Space shall limit the number of plaques or benches permitted. The Council reserves the right to refuse applications on this basis.

## **MEMORIAL TREE & PLAQUES**

- 1) The maximum permitted size of memorial plaques is 150mm wide x 100mm high.
- 2) Memorials are to be fitted at ground level on a concrete pad by the Councils' operatives.
- 3) The inscription is to be restricted to the name of the tree or plant. "Planted in the Memory of" the name of the person, recognition of public office (if



appropriate) and the dates of birth and death. (Wording such as or similar to “Forever in our thoughts” or “Beloved husband and father of” will not be accepted).

- 4) The Council accepts no liability for the plaques once installed and the cost of any replacements will be the responsibility of the original applicant.
- 5) No additional mementoes e.g. vases, statues, etc. shall be permitted around memorials.
- 6) Plaques shall be made of cast bronze, black and must be purchased from the Council to ensure consistency.
- 7) The total cost of a tree and memorial plaque will be dependent of the species of the chosen plant. The Council shall charge for the plant, plaque and labour at cost plus 10%.
- 8) The Council shall not be liable for the replacement of old or diseased plants.
- 9) Plant species shall be at the discretion of the Council.

### **MEMORIAL BENCHES**

- 1) Benches will be of the type and colour specified by the Council to be in keeping with the intended location.
- 2) The bench will be fitted to a concrete pad with a slabbed area directly in front of the bench to allow for ease of use by the public. Council operatives will carry out all installation work.
- 3) Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench or whichever is the greater.
- 4) The inscription on the bench is to be restricted to “In the Memory of” the name of the person, recognition of public office (if appropriate) and the dates of birth and death. (Wording such as or similar to “Forever in our thoughts” or “Beloved husband and father of” will not be accepted).
- 5) The Council in line with the current maintenance regime for benches will maintain the bench. However accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.



6) No additional mementoes e.g. vases, statues, flowers or wreaths etc., shall be permitted on or around the bench.

7) Any maintenance carried out by a third party will be in strict agreement with the Council.

8) The total cost of the installation of a memorial bench will be dependent of the type of bench allowed and the type of fittings required. The Council will charge for the bench, materials and labour at cost plus 10%. (The Council will procure the bench, all materials and labour).

### **ASHES**

1) Ashes shall only be scattered or strewn in a location agreed in advance by the Committee or the Town Clerk, at a predetermined time and date in consultation with the next of kin and Executor.

2) No flower or similar memorials shall be permitted to mark the occasion or the site at any time. The Council will remove any such items.

3) All laws relating to the disposal of cremated remains must be adhered to at all times. Next of Kin and Executors should be aware that once ashes have been scattered or strewn, this is considered to be their final resting place. It is not possible to retrieve them without license from the Home Office and/or a Bishops Faculty