



Belper Town Council

OPEN SPACES MEMORIAL POLICY

INTRODUCTION

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

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

It is the intention that this policy covers only broad common issues, and it is not meant to be exhaustive; consequently, it will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every three years, in consultation with user groups, where necessary, and proposed amendments shall be submitted to Council for approval.

The 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 has adopted 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 that are instigated by the next of kin or Executor are approved; 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 this 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 permanent memorials, and the scattering of 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.



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- 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 reserves the right to limit the number of memorials in any one particular area.
- 4) In the event that a memorial is damaged, the Town Clerk will notify the applicant with an assessment as to the viability of its economic repair. The Council reserves the right to remove any memorials that are assessed to be beyond economical repair or that have not been repaired within 4 weeks of the notification to the next of kin.
- 5) The Council accepts no liability for damage to any memorials from vandals, third parties, or accidental damage that happens whilst the Council carries out routine maintenance in its Open Spaces.
- 6) The Council will not grant applications for memorials to pets, or to scatter ashes of pets.
- 7) 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 size of memorial plaques is W 150mm x H 100mm.
- 2) Memorials are to be fitted at ground level on a concrete pad by the Councils' Outdoor Team 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. If alternative wording is requested, it shall be referred to the Facilities, Environment & Local Economy Committee for consideration.
- 4) The Council accepts no liability for memorial plaques once installed and the cost of any replacement will be the responsibility of the original applicant.
- 5) No additional mementoes e.g. Vases or Statues etc. shall be permitted on, or around, the memorial.
- 6) Memorial 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 price plus 10%.
- 8) The plant species shall be accepted at the discretion of the Council and the Council shall not be liable for the replacement of old or diseased plants.



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MEMORIAL BENCHES

- 1) Benches will be of the type and colour specified by the Council and are 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. The Council's Outdoor Team operatives will carry out all installation work.
- 3) The maximum size of memorial plaques fitted to benches are to be W 175mm x H 75mm or shall fit in the centre of the upper most lath of the back of the bench, whichever is the greater.
- 4) The inscription on the plaque 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.
- 5) The Council will maintain the bench in accordance with the current maintenance regime for street furniture. However, the Council accepts no liability for the replacement of the plaque or the bench (if purchased by the next of kin) 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 procure the bench, all materials and labour, and will charge at cost price plus 10%.

ASHES

- 1) Ashes shall be scattered or strewn only in a location agreed in advance by the Facilities, Environment & Local Economy Committee or the Town Clerk, at a predetermined time, and date in consultation with the next of kin and Executor.
- 2) No floral 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. 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.