



DUFFIELD PARISH COUNCIL

MEMORIALS IN OPEN SPACES POLICY

1 INTRODUCTION

- 1.1 Duffield Parish Council's Recreational Committee and its Authorised Officer ("the Responsible Officer") will be responsible for the consideration of applications for installation of memorials in Council owned open space areas.
- 1.2 This policy details information on memorial benches, trees, plants and plaques. For information on memorials in connection with burials and interments please refer to Duffield Parish Council's Cemetery Rules and Regulations.
- 1.3 Council owned open space areas includes Gray Recreation Ground, Eyes Meadow and the Cemetery.
- 1.4 The Council supports the needs and principles of allowing memorials in open space areas, 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.
- 1.5 The Council accepts no liability for damage to any memorials from vandals, third parties or whilst the Council carries out routine maintenance in the open space areas.
- 1.6 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.
- 1.7 The Council will keep a record of applicants and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the applicant to ensure the Council has up-to-date details.

1.8 This policy will be made available to the public via the Council's website.

2 OBJECTIVES OF THE POLICY

2.1 The Council is seeking to ensure it is adopting 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.

2.2 The policy will also ensure that memorials have a common appearance, style and size and will not cause offence to others.

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

2.4 The Council will endeavor to always offer the highest standard of service in undertaking its management and regulatory responsibility.

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

3 Applications for Memorials

3.1 All applications for memorials should be completed on the official application form and be signed by the applicant.

3.2 The application form is set out in Appendix 1 and can be downloaded from the Council's website www.duffieldparishcouncil.gov.uk

3.3 All memorials should be paid for by the applicant before the completion of the installation.

4 Positioning of Memorials

4.1 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.

4.2 The number of memorials shall not detract from the prime recreational purpose of the facility. Therefore, the size and location of the open space areas shall limit the number of memorials permitted. The Council reserves the right to refuse applications on this basis.

5 Memorial Types

5.1 Memorial Benches

- 5.1.1 Benches will be of the type and colour specified by the Council to be in keeping with the intended location
- 5.1.2 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.
- 5.1.3 The benches the Council specifies are made of a recycled material which looks like timber but are easier to maintain.



- 5.1.4 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.
- 5.1.5 No additional mementoes e.g. vases, statues, flowers or wreaths shall be permitted on or around the bench.

Approvals

Recreation Committee 19 Sept 2018

- 5.1.6 The Council will undertake an annual assessment of memorial benches and will maintain them. A maintenance fee of £100 per 10 year period is due to the Council prior to installation.
- 5.1.7 It is expected that a memorial bench will have a serviceable life of 10 years. After a period of 10 years the Council will contact the applicant to ascertain the future of the bench:
- a) Removal and the return of any plaque to the applicant or their family
 - b) Renewal of the bench with a new bench and the appropriate donation
 - b) Retain the positioning of the bench whilst it remains in a serviceable condition and the maintenance fees have been paid
- 5.1.7 The Council accepts no replacement liability for the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

5.2 Memorial Plaques on Benches

- 5.2.1 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.
- 5.2.2 The inscription on the bench plaque is 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 like “Forever in our thoughts” or “Beloved husband and father of” will not be accepted).
- 5.2.3 The Council accepts no liability for the plaques once installed and the cost of any replacements will be the responsibility of the applicant.
- 5.2.4 Any maintenance to plaques carried out by a third party must be in agreement with the Council.

5.3 Memorial Trees and Plants

- 5.3.1 The total cost of a tree or plant and memorial plaque will be dependent of the species of the chosen plant. The Council shall charge for the tree, plant, plaque and labour at cost plus 10%.
- 5.3.2 Plant species shall be at the discretion of the Council.
- 5.3.3 The Council shall not be liable for the replacement of diseased memorial trees or plants.

- 5.3.4 Memorial plaques are to be fitted at ground level on a concrete pad by the Councils' operatives
- 5.3.5 The maximum permitted size of memorial plaques is 150mm wide x 100mm high. The plaques shall be made of cast bronze or black.
- 5.3.6 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 like "Forever in our thoughts" or "Beloved husband and father of" will not be accepted).
- 5.3.7 The Council accepts no liability for the plaques once installed and the cost of any replacements will be the responsibility of the applicant.
- 5.3.8 Any maintenance to plaques carried out by a third party must be in agreement with the Council.
- 5.3.9 No additional mementoes e.g. vases, statues, flowers or wreaths shall be permitted on or around the tree or plant

6 Damaged Memorials

- 6.1 The Parish Council accepts no liability for damage to memorials by a third party.
- 6.2 The Responsible Officer will notify the applicant if any memorial is damaged but in the view of the Responsible Office is capable of economic repair.
- 6.3 The Council will contact its insurers to ascertain if a repair or replacement is covered under the terms of its insurance. If so, the applicant will be contacted and subject to their agreement the memorial will be repaired or replaced at a cost to the applicant which reflects any insurance excess payable.
- 6.4 If a repair or replacement is not covered by insurance the Council reserves the right to remove damaged memorials.
- 6.5 Any maintenance carried out to memorials by a third party will be in strict agreement with the Council.



DUFFIELD PARISH COUNCIL

OPEN SPACE MEMORIAL APPLICATION

Use this form to apply for a:

- **MEMORIAL TREE or PLANT**
- **MEMORIAL PLAQUE**
- **MEMORIAL BENCH**

to be installed at Gray Recreation Ground, Eyes Meadow or the Cemetery Grounds.

Applications will be considered by Members at a Recreation Committee meeting, the date of which will be advised once the application form has been received.

Decisions will be notified within 1 week of the Recreation Committee

Return form to:

Parish Clerk/Responsible Officer: Kath Gruber
The Weston Centre, Tamworth
Street, Duffield, Belper
Derbyshire DE56 4ER
Office Tel: 01332 842740

Email: clerk@duffieldparishcouncil.gov.uk

FOR OFFICE USE

Application Received		Maintenance Payment Received		
PC Approval		Memorial Ordered		
Memorial Payment Received		Memorial installed		
Added to Asset Register		Added to Insurance Policy		

PLEASE COMPLETE CLEARLY IN CAPITAL LETTERS

Forename:	Mr./Mrs/Miss/Ms												
Surname:													
Contact Telephone:													
Email:													
Address:													
Postcode:													
1. Type													
<table border="1"><thead><tr><th>Type of memorial</th><th>Yes/No</th></tr></thead><tbody><tr><td>memorial tree</td><td></td></tr><tr><td>Memorial plant</td><td></td></tr><tr><td>memorial bench</td><td></td></tr><tr><td>memorial plaque</td><td></td></tr></tbody></table>		Type of memorial	Yes/No	memorial tree		Memorial plant		memorial bench		memorial plaque			
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2. Details - please specify species of tree or plant													
3. Location													
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4. Plaque Inscription													