



## **BOTTESFORD PARISH COUNCIL**

**Serving the People of Bottesford, Muston, Easthorpe and Normanton**

### **MEMORIALS IN OPEN SPACES POLICY**

Adopted at Bottesford Parish Council meeting on 08<sup>th</sup> November 2021

Signed: *Cllr Bob Bayman (Chairman)*

Date: 8<sup>th</sup> November 2021

Signed: *Lucy Flavin (Clerk)*

Date: 8<sup>th</sup> November 2021

Date for Review: May 2022

## **INTRODUCTION**

Bottesford Parish Council regularly receives request from parishioners and/or parishioners relatives to have some form of memorial within the Parish to mark the memory of a deceased love one. The Parish Council welcomes such requests and wherever possible will support and allow memorials in open space areas, whilst at the same time ensuring that such requests are managed so as to ensure such memorials are compatible with the village character and that they do not cause offence or restrict others enjoyment of the parishes facilities.

The purpose of this policy is to set out guidelines on how the Parish Council will deal with requests from parishioners and/or parishioners relatives wishing to establish some form of memorial to remember a deceased love one.

This policy on the guidelines for memorials be that; benches, plaques, rose bushes or commemorative trees, will be reviewed annually.

This Memorials in Open Spaces Policy shall form part of the policies and procedures governing the workings of the Bottesford Parish Council and, as such, will be reviewed annually and may only be amended or varied by resolution of the Council.

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# **BOTTESFORD PARISH COUNCIL**

## **MEMORIALS IN OPEN SPACES POLICY**

### **1. INTRODUCTION**

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

Requests will be considered for memorial benches on Parish Council owned open spaces and for memorial roses in the Sensory Garden on Grantham Road. All requests should be made to the Parish Clerk at [clerk@bottesford-pc.gov.uk](mailto:clerk@bottesford-pc.gov.uk), telephone: 01949 222478 or in writing to The Old School, Grantham Road, Bottesford, NG13 0DF.

### **2. GENERAL POLICIES**

The Council will hold reserves for four main purposes:

- The Parish Council accepts no liability for damage to any memorials from vandals, third parties or whilst the Parish Council or its contractors carries out routine maintenance in the open space areas.
- The Parish 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.
- If a repair or replacement is not covered by insurance the Parish Council reserves the right to remove damaged memorials.
- The Parish 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 Parish Council has up-to-date contact details.
- The Parish Council will not consider requests to place memorials to pets or animals.
- The right to affix a memorial plaque, when granted, is applicable for a period of at least 30 years.
- Any memorial bench, rose or plaque will be paid for by the applicant and its location agreed in writing prior to installation.

### **3. MEMORIAL BENCHES**

Requests to install a memorial bench on Parish Council owned land will be considered. (For details of land owned by the Parish Council please see the Asset List).

The following requirements will be applied:

- Benches will be of the type and colour specified by the Parish Council, through discussion with the applicant, and must be in keeping with the intended location.
- The Parish Council will procure the bench, all materials and labour.

- A memorial plaque can be fitted to the bench but the Parish Council does require that the size of the plaque and the proposed inscription be checked and confirmed as appropriate by the Council prior to installation.
- The Parish Council cannot accept liability for the plaques once installed and the cost of any replacements will be the responsibility of the applicant.
- Following installation benches will be added to the Parish Council's Asset List and inspected and maintained in accordance with Council's policies and procedures.

The Parish Council will consider requests to fit a memorial plaque to an existing bench. In such cases the following requirements will apply:

- The Parish Council will require that the size of the memorial plaque and the proposed inscription be checked and confirmed as appropriate by the Council prior to installation.
- The Parish Council cannot accept liability for the plaques once installed and the cost of any replacements will be the responsibility of the applicant.

#### 4. MEMORIAL ROSES & SENSORY GARDEN

The Bottesford Memorial/Rose Garden is located on Grantham Road adjacent to Jubilee Green. (See Appendix A and B for a list of rose varieties and their location in the garden).



Requests to plant a rose in the Memorial/Sensory Garden will be considered but may be impacted by space available in the garden. If no space is available, the Parish Council will consider requests to dedicate an existing rose. The following requirements apply:

- If permission is granted to plant a rose the type and location must be agreed with the Parish Council prior to planting.

- A memorial plaque can be fitted to the arbour containing the details and location of roses in the garden. Plaques must be 5" by 3" (inches) and brass in colour. The style and content of any inscription must be checked and approved by the Council prior to installation.
- The Parish Council shall not be liable for the replacement of diseased memorial roses.

## **5. COMMEMORATIVE AND MEMORIAL TREES**

Requests to plant trees on Parish Council owned land to pay tribute to a person, group or event will be considered. (For details of land owned by the Parish Council please see the Asset List).

The following requirements will be applied:

- Bottesford Parish Council will try and accommodate the preference for the tree type and location, it reserves the right to refuse an application if unsuitable. All applications will be considered in reference to the Bottesford Parish Tree Charter.
- Following planting memorial trees will be maintained in accordance with Bottesford Parish Council's tree management policy and good arboricultural practices.
- Bottesford Parish Council will not be held responsible for the replacement of damaged, missing or vandalised trees.
- Placing of flowers and keepsakes at memorial trees on important dates is allowed but items should be biodegradable. Items may be removed after 1 month.