

## **REPORT TO PICKMERE PARISH COUNCIL**

**6<sup>th</sup> March 2018**

### **AGENDA ITEM 9.6 - DRAFT POLICY FOR THE DONATION OF MEMORIAL BENCHES, TREES, AND OTHER ITEMS**

#### **1 INTRODUCTION**

1.1 At your meeting in December, Council agreed to consider a draft policy, modelled on an example from Nantwich Council, for the provision/acceptance of benches, planters, trees or shrubs donated in memory of a person. The following therefore is a draft that is based on Nantwich's policy, but is varied to suit Pickmere's circumstances. It is a draft and certain points may incite debate, principally the passages in *Italics*. The main question raised is whether, as Nantwich, we ask for monetary donations, rather than the donation of the item itself, and consequently purchase and install and maintain the item ourselves. The alternative is that the Parish Council simply seeks a consistency of design, of bench or of planter, and decides on the location of the item. In this case too, the question of the item's maintenance is a relevant question.

1.2 Nantwich's application form for such items is also attached for information.

#### **2 RECOMMENDATION**

2.1 That Council consider the draft policy and advise as to any changes it wishes to see.

#### **A DRAFT POLICY FOR THE DONATION OF MEMORIAL BENCHES, TREES, AND OTHER ITEMS**

A1 Pickmere Parish Council supports the general principle of allowing memorial benches, trees or planters within the village and is mindful that these facilities are enjoyed by a wide range of people. The Council is conscious however that the extent of land suitable and available for the provision of such items is limited and that much of the open space within the parish is not under its control. Through this policy the Council will try to ensure that such facilities are appropriate, and are regulated and managed. This policy will be reviewed periodically and will be made available to the general public and all applicants for memorial items.

#### **B THE POLICY**

B1 The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the provision and management of these facilities, which takes account of the sometimes contrasting needs of a variety of users. The policy will also seek to ensure that memorial benches, or other items, have a common appearance, style and size which are appropriate for their location and will not cause offence to others.

B2 The policy will establish responsibility for maintenance, repair and replacement.

#### **Location**

*B3 A list of suitable locations for the planting of trees and shrubs and the siting of benches and planters is attached to this policy.*

### **Memorials**

B4 Although the Parish Council will attempt to accommodate the wishes of the applicants, memorial benches, trees, shrubs and planters will be positioned to maximise the benefit to the parish community and the local environment. The Council will limit the number of memorial items in particular areas so that they do not detract from the prime purpose of the site. The Council reserves the right to refuse applications on this basis.

B5 The choice of tree or shrub species will be subject to the approval of the Parish Council, in order to ensure that they are appropriate to their location. The planting of memorial trees and shrubs shall only be carried out between November and February to ensure the most efficient growing conditions.

*B6 The Council shall specify the type of bench or planter to be installed (or do we say that the PC will seek a consistency of approach to the design of benches, or do we actually, like Nantwich, buy the item ourselves with the monetary donation made by the donor?) so as to ensure that the overall environment and street scene of the Parish is safeguarded.*

### **Lease Period**

B7 Except for trees and shrubs, all memorials are considered to have a 10-year life. Such a period may be renewed after this period if the applicant wishes and the Parish Council agrees. *The fee (if we charge a fee and acquire the item ourselves) covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.*

*B8 At the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.* The Parish Council reserves the right to remove any bench, planter, tree or shrub, which in its opinion is damaged or beyond economic repair.

### **Inscriptions for Both Bench & Tree Plaques**

B9 Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

B10 The inscription on the plaque is to be restricted to “In (Loving) Memory of” the name of the person and the dates of birth and death.

### **Process**

B11 Once an application (*and fee*) has been received and location agreed, the Parish Council *will arrange for the purchase and planting / installation (shall we?)* of the preferred memorial.

B12 The Council reserves the right to remove any memorial bench, planter, tree or shrub that has been damaged and is in the view of the Council beyond economical repair.

B13 The Council accepts no liability for damage to any memorial item from vandals, third parties or whilst routine maintenance is being carried out.

B14 The Council will not grant applications for memorials to pets.

B15 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., will be permitted on or around the item. These will be removed without reference to the original applicant.

**Payment**

B16 *Payment is required with every completed application form. Cheques should be made payable to Pickmere Parish Council.*

**Conditions**

B17 Pickmere Parish Council reserves the right to plant trees, or install benches or planters on its own land where suitable, and will, where appropriate, accommodate requests. Once planted/installed, the tree/ /shrub/bench/planter cannot be repositioned or removed from the site. However, should an item become unsafe, the Parish Council reserves the right to remove it immediately in the interest of health and safety until repairs or replacement can take place. *The Parish Council will maintain responsibility for the memorial and associated plaque during the 10-year life.* This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

**PICKMERE PARISH COUNCIL-**

**Application for a dedicated memorial tree, shrub or bench**

Submit applications to:

Pickmere Parish Council, c/o The Clerk, 1 Merehaven Close, Pickmere, Knutsford, WA16 0LP  
Tel 01565 734618 Email: clerk@pickmereparishcouncil.com

Date of application:

Applicant details:

Full name

Title

Address

Email

Telephone number

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication

Please complete the following sections for your chosen dedicated memorial:

*Dedicated Memorial (Please tick relevant box):*

*Memorial tree with plaque* ☐ *£300*

*Memorial tree without plaque* ☐ *£270*

*Memorial bench with plaque* ☐ *£1100*

<i>Memorial plaque on existing bench</i>	□ <i>£300</i>
<i>Memorial shrub with plaque</i>	□ <i>£150</i>
<i>Memorial shrub without plaque</i>	□ <i>£100</i>

Prices subject to review

**Inscription for block/plaque: (PLEASE PRINT)**

SEAT PLAQUE (2 lines of narrative)

SHRUB/TREE PLAQUE (3 lines of narrative)

**Preferred location for tree, bench, bench plaque:**

Please list your preferred location (Please see attached list of available locations).

**Data Protection Act:**

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

Signed: .....

Date: .....

Print: .....

**For Office Use only**

Application (including correct fee) Received

Memorial Installed

Location Approved

Expiry of Memorial

Memorial Ordered