

## **NANTWICH TOWN COUNCIL**

### **Policy on the Dedication of Benches, Trees and Shrubs within the Town**



Nantwich Town Council supports the needs and principles of allowing memorial benches, trees and shrubs within the town and is mindful that these facilities are enjoyed by a wide range of people. Through this policy the Council will try to ensure that the facilities are regulated and managed. The Council recognizes however that many of the public open spaces within the town are not under its control and will seek to work with the Borough Council, Cheshire East, in pursuing this policy. The policy will be reviewed at least every four years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorial benches, trees and shrubs will be issued with a copy.

#### **OBJECTIVES OF THE POLICY**

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of these facilities, which takes account of the sometimes contrasting needs of a variety of users.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location 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.

#### **Location**

A list of suitable locations for the planting of trees and shrubs and the siting of benches is attached to this policy. (*List to be agreed with Cheshire East / Civic Society*) There is also a list of suitable trees and shrubs for those locations. (*List to be agreed with Nantwich in Bloom / Civic Society*)

The planting of Memorial trees and shrubs shall only be carried out between November and February to ensure the most efficient growing conditions.

#### **Memorials**

Nantwich Town Council will offer the following: \_

- ❖ Memorial tree with or without a plaque
- ❖ Memorial shrub with or without a plaque
- ❖ Memorial bench with plaque
- ❖ Memorial plaque on an existing bench (subject to availability)

Memorial benches, trees and shrubs shall be positioned to maximise the benefit and development of the site but the Council will attempt to accommodate the wishes of the applicants.

The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the site. Therefore the size and location of the site shall limit the number permitted. The Council reserves the right to refuse applications on this basis.

The Council shall specify the type of benches, trees and shrubs to be installed / planted to be in keeping with the intended location.

### **Lease Period**

All memorials are based on a 10-year lease, and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.

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

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

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.

The inscription on the plaque is to be restricted to ~~%a~~ (Loving) Memory of+the name of the person and the dates of birth and death.

### **Process**

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and planting / installation of the preferred memorial.

The Council reserves the right to remove any memorial benches, trees or shrubs that have been damaged and are in the view of the Council beyond economical repair.

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

The Council will not grant applications for memorial benches to pets.

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

### **Payment**

Payment is required with every completed application form. Cheques should be made payable to Nantwich Town Council.

### **Conditions**

Nantwich Town Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will where appropriate accommodate requests.

Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site.

However, should a tree or bench become unsafe, Nantwich Town Council reserves the right to remove it immediately in the interest of health and safety until repairs or replacement can take place.

Nantwich Town Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

Policy approved . 10 September 2012

## NANTWICH TOWN COUNCIL-



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

Nantwich Town Council  
Nantwich Civic Hall  
Market Street  
Nantwich  
CW5 5DG

Tel 01270 619224

Email: [nantwichtc@nantwichtowncouncil.gov.uk](mailto:nantwichtc@nantwichtowncouncil.gov.uk)

Date of application

Applicant details:

Full name

Title

Address

Postcode

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:	Tick	Cost:
		Indicative costs to be reviewed
Memorial tree with plaque		£300
Memorial tree without plaque		£270
Memorial bench with plaque		£1100
Memorial plaque on existing bench		£300
Memorial shrub with plaque	<input type="checkbox"/>	£150
Memorial shrub without plaque	<input type="checkbox"/>	£100
<b>Cost:</b>		<b>£</b>

Prices subject to review

**Inscription for block/plaque:**

**(PLEASE PRINT)**

**SEAT PLAQUE (2 lines of narrative)**

In Memory of [name] Dates of Birth/Death
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**SHRUB/TREE PLAQUE (3 lines of narrative)**

In Loving Memory of [name] Dates of Birth/Death
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**Preferred location for tree, bench, bench plaque:**

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

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**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	
Location Approved	
Memorial Ordered	
Memorial Installed	
Expiry of Memorial	