



Charnwood



Open Spaces Memorial Guidance Note

Revised June 2020

Introduction

Charnwood Borough Council's Head of Environmental Services or his Authorised Officer (Senior Green Spaces Officer) will be responsible for the consideration of applications for installation of memorials and scattering ashes in Council owned Parks and Green Space areas, collectively known as Open Spaces in the Borough.

The Council recognises the wish of many residents to remember loved ones with a memorial in an Open Space. We are happy to accommodate requests for memorials in most cases, but it is important to remember that open spaces are enjoyed by a wide range of users and residents. The Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all.

This guidance note relates to all open spaces that Charnwood Borough Council owns and manages, with the exception of churchyards.

Objectives of these Guidance Notes

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

This guidance note has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To be clear and easily understood by residents and open space users
- To balance the contrasting needs of a variety of users.
- To ensure that the open space primary recreational purpose is not compromised and the high quality of their appearances are maintained
- To establish responsibility for the maintenance, repair and replacement of memorials

The guidance note will ensure that memorials:

- Have permission from the next of kin
- Have a common appearance, style and size
- Will not cause offence to others
- Are not out of place in the park or open space in which they are placed

Operational Policy

All applications for memorials and to scatter ashes in open spaces should initially be made by telephoning the Council's Cleansing & Open Spaces service on 01509 634680. The applicant will require the permission from the next of kin to progress the application.

- Applications should use the forms in Annex A as appropriate.
- All memorials must be paid for by the applicant before the completion of installation.
- The Council will make all reasonable measures to accommodate the wishes of applicants at all times but may limit the number of memorials in a particular open space.

- The Council accepts no responsibility if a memorial is damaged, vandalised or stolen and reserves the right to remove any such memorials at any time.
- The Council will only permit memorials to individuals. Applications for memorials to any historical event or deceased pets will not be considered.

Insurance

It is always advisable to insure a memorial against accidental damage and vandalism, making sure the cover takes effect immediately it is erected. The cost is not great and any reputable insurance broker should have details of schemes available. If they do not, the National Association of Memorial Masons will be able to assist.

Sites Included

Only sites under the direct management of Charnwood Borough Council will be subject to this guidance. Recreational open spaces within the wider borough managed by the County, Town and Parish Councils will be subject to their own policies but may adopt this guidance where relevant to specific projects relating to Memorials.

Memorial Benches

Applicants can apply for benches to be installed in open spaces in memory of loved ones. These could be refurbishment of existing benches or replacements for old benches, but additional benches in new locations will be considered.

- Should there already be sufficient benches in the open space of the applicant's choice; the applicant may be offered an alternative choice of park for a bench installation. If the applicant does not wish to consider an alternative open space, they may be offered an existing bench within the open space to place a memorial plaque, but they will be charged the cost of a new bench for this service. This offer will be at the sole discretion of the Council.
- The seat and plaque material and design are to match existing where applicable. Where no other seats and or plaques exist, the Council shall stipulate the specification for the seat and or plaque.
- In order to maintain consistency of appearance and quality and control over location, all benches and/or plaques will be ordered and installed by Charnwood Borough Council.
- The total cost of the provision of a memorial bench (including plaque and if necessary, concrete base) will be in accordance with the Councils Fees and Charges policy.
- The Council will not be liable for the replacement of old, vandalised or diseased Trees. Although not liable for replacement, any seat which is damaged or stolen or becomes unfit to fulfil its purposes, by whatever reason or means, the Council reserves the right to replace or refit the same entirely at its discretion and at its own expense.
- Benches can be provided with carved inscriptions or memorial plaques. Plaques fitted to benches will be a maximum height of 5cm (generally 200mm wide x 50mm tall) and will be fitted in the centre of the upper most lath of the back of the bench.
- The inscription on the plaque is to be restricted to 'In the Memory of' the name of

the person and the dates of birth and death. Wording such as “Beloved wife and mother of” will not be permitted.

- No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the bench.
- Any maintenance, following the initial installation of benches or plaques, will be the responsibility of the applicant but with agreement of the Council.
- The Council reserves the right to move to a new location or remove completely any seat and or plaque if it is deemed to be in the Council’s best interest. Notification of such action will be made to the applicant at his or her last known address.

Memorial Trees

- The planting of trees may not be possible in some open space and locations will need to be discussed with the Council prior to the application being made. The number of trees permissible may be limited dependant on location.
- The species of tree will be at the discretion of the Council in keeping with the local environment. Trees will be planted during the autumn and winter planting season by Council employees when they have the best chance of survival, but the member of public may be present and assist if practicable and desired
- Memorial plaques will not be permitted on or near trees. No additional mementoes, e.g. flowers, statues, vases, etc. will be permitted on or around the plant or tree.
- Trees will be chosen to fit into the planting scheme of the chosen open space. A choice of trees and plants and their cost will be provided to the applicant.
- The total cost of a tree will be dependent of the species of that chosen by the applicant. The Council charges will be in accordance with the current charging policy.
- Throughout its existence, the tree will remain in the ownership of the Council.
- The Council will maintain the tree in line with its current maintenance programme and reasonable effort will be taken by the Council to maintain the tree in good condition.
- Although not liable for replacement, any tree or plant which dies, is damaged or is stolen, by whatever reason or means, the Council reserves the right to replace or refit the same entirely at its discretion and at its own expense.
- The Council reserves the right to relocate or remove completely any tree if it is deemed to be in the Council’s best interest. Notification of such action will be made to the applicant at his or her last known address.
- The total cost of the provision of a memorial bench (including plaque and if necessary, concrete base) will be in accordance with the Councils Fees and Charges policy.

Ashes

- Ashes will only be scattered in a location agreed in advance by the Head of Environmental Services or his / her Authorised Officer, at a predetermined time, day and date in consultation with the next of kin and Executor.

- No flowers or similar memorials shall be permitted to mark the occasion or the site at any time.

Other types of memorial

Applications for other types of memorial will be considered on a case-by-case basis. As a rule, memorials should be standard park features (e.g. shrubs or gates) rather than additional sculptures or pieces of art.

Review

The content of this guidance note will be revised every five years.

Annexes

ANNEX A: MEMORIAL BENCH APPLICATION FORM

ANNEX B: MEMORIAL TREE APPLICATION FORM