**Bovey Tracey Town Council**

**Scheme for**

**The Installation and Maintenance of**

**Memorial Benches, Picnic Benches and Trees**

**April**

 **2024**

**INTRODUCTION**

Bovey Tracey Town Council will be responsible for the consideration of applications for the installation of memorial benches and picnic benches in Council owned Parks and Green Space areas. The Council supports the needs and principles of allowing memorials in Parks, and on Green Space areas but the Council is also mindful that these facilities have many uses and are enjoyed by a wide range of people such as the Craft Fayre, Carnival events and sports activities. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the scheme only covers broad common issues and is not meant to be exhaustive. It is the intention that the content of this scheme will be revised as necessary to meet changing circumstances and trends. The scheme conditions will be made available to the public and all applicants for memorial benches and trees will be issued with a copy. The Council’s Crematorium and cemeteries are also included in this scheme.

**OBJECTIVES OF THE SCHEME**

The Council is seeking to ensure it is adopting a clear, standardised and sympathetic approach to the management of its benches within the Parish, which will take account of the sometimes-contrasting needs of a variety of the green space users. The scheme will also ensure that only memorials are installed which the next of kin or Executor instigates, that benches have a common appearance, style and size and will not cause offence to others. The scheme will establish responsibility for installation, maintenance, repair, and replacement.

The Council, through this scheme, will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility. Any complaints relating to the implementation of the scheme will be dealt with through the Council’s Corporate Complaints procedure.

**GENERAL**

1. The number of memorial benches and trees permitted shall not detract from the prime recreational purpose of the facility. Therefore, the size and location of the Park or Green Space shall limit the number of benches permitted. The Council reserves the right to refuse applications on this basis.

2. All applications for memorial benches and trees in parks, green spaces and burial grounds should be completed on the official request form and be signed by the applicant. Only applications from the next of kin or Executor will be considered.

3. The applicant requires to pay for the purchase of all memorials before installation.

4. The Council will attempt to accommodate the wishes of applicants at all times - However, memorials will be positioned to maximise the benefit and development of the surrounding area. The exact position of the memorial will be agreed with the applicant in advance.

5. The Council may limit the number of memorials in a particular area.

**MEMORIAL BENCHES/PICNIC BENCHES**

1) Benches will be of the type and colour specified by the Council to be in keeping with the intended use. Applicants will be able to choose from a range of styles and sizes. Details of benches and costs will be provided upon application.

2) The bench will be fitted with angle brackets and fixed to the ground; Council operatives will carry out all installation work.

3) Memorial plaques fitted to the benches will be in the centre of the upper most lath of the back of the bench where possible and on an agreed position on a picnic bench.

4) The inscription on the bench is to be restricted to “In the Memory of” the name of the person, recognition of public office (if appropriate) and the dates of birth and death. Any alternative inscription would need the approval of the Town Clerk.

5) No additional mementoes shall be permitted on or around the bench, without prior permission.

6) The applicant will be required to pay the Council for the adoption which covers the bench, installation, and plaque costs in advance of installation. Upon receipt of payment, the Council will procure the chosen bench and plaque. The bench will be adopted by the applicant for 10 years, with a fee of **£1,200** for a new bench/picnic bench or **£800** to adopt an existing unadopted bench. The fee will fund and maintain the bench and the engraved plaque on the bench. Installation will be carried out when suitable ground and weather conditions allow. Please note that the whole process normally takes up to 16 weeks from receipt of order to installation.

7) The Council will maintain the bench in line with the current maintenance regime for benches for the life span of the bench and as such the adoption will be 10 years.

8) No third party shall carry out maintenance work; maintenance of the bench will remain the responsibility of the Council. This will include any preservation, treatment, and repair work.

9) After 10 years the council will attempt to contact the bench owner and if successful the owner can select to replace the bench (the current fees will be provided at the time) or they can select to return the space to the memorial bench programme for someone else to purchase. If the council can not reach the owner after 3 attempts, then the bench space will be returned to the memorial programme for a new applicant to adopt.

10) The plaques are subject to patination from the weather and will be restored as and when other work is carried out to the bench.

**MEMORIAL TREES** –

1) The provision of memorial trees and associated commemorative plaques can be accommodated subject to the agreement of tree type and location by the Council.

2) Details of suitable tree species can be provided on application. The fee for a memorial tree is £300-£600

3) Council groundsmen will carry out all installation work associated with planting of a memorial tree and installation of memorial plaque.

4) Memorial plaques will be mounted on a wooden mount of prescribed size and fixed into the ground on a stake at the foot/adjacent to the tree.

5) The inscription on the plaque is to be restricted to “In the Memory of” the name of the person, recognition of public office (if appropriate) and the dates of birth and death. Any alternative inscription would need the approval of the Town Clerk.

6) No additional mementoes shall be permitted on or around the tree without prior permission.

7) The applicant will be required to pay the Council for the tree and plaque costs in advance of installation and upon receipt of payment, the Council will procure the chosen tree and plaque. Ownership of the tree will transfer to the Council at the time of installation.

8) The Council will maintain the tree in line with the current maintenance regime.

9) If a tree requires to be removed due to safety reasons or due to disease the Council will make every effort to inform the owner.

10) In the two-year period after a memorial tree has been planted, the Town Council will commit to providing a similar replacement should the original tree get damaged or vandalised. Following that initial two-year period, the Council accepts no replacement liability for damage to the plaque or the tree from vandals or third parties. The cost of any necessary replacement is then the responsibility of the original applicant.

11) The plaques are subject to patination from the weather and will be restored as and when other work is carried out to the bench.

**APPLICATION FOR MEMORIAL BENCH, PICNIC BENCH OR TREE**

(BLOCK CAPITALS PLEASE)

Name:…………………………………………………………………………Telephone …………………………………………………

Address:……………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………..

Post Code…………………………………..

Email Address:…………………………………………………………………………………………………………………………………

**MEMORIAL PLAQUE MESSAGE** (Please note this must not exceed 17 words or 80 characters)

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……………………………………………………………………………………………………………………………………………………………

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N.B. Please print clearly and ensure that you check the wording of your memorial message to avoid any mistakes or delays.

**OPTIONS AND LOCATION**

Please detail below your first and second choice of memorial and location.

Option 1 – Supply and install memorial bench/Picnic bench and plaque (please circle)

Option 2 – Refurbish existing undedicated bench/Picnic bench and supply plaque (please circle)

Option 3 – Supply and install memorial tree and plaque

We will endeavour to fulfil your request. We will contact you to confirm and, where it is not possible to fulfil your request, we will advise on alternative options/locations.

**Memorial Type Location**

Please advise us of your preferred location(s)
for example, **Mill Marsh Park**, **Recreation Ground**, **Rendell’s Meadow,** other part of Bovey Tracey….

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Confirmation of which option and location has been reserved along with the plaque inscription will be provided in writing. Once you have provided written acceptance of this and the fee has been paid the bench/tree will be ordered.

**Fees**

**Memorial Bench £1200**

**Adopt an existing bench £800**

**Memorial tree £300-£600 (dependent on tree type)**

SIGNED…………………………………………………………………………………………… Date:……………………………………

PRINT NAME:………………………………………………………………………………………………………………………………

RELATIONSHIP TO DECEASED: ………………………………………………………………………………………………………