

BAMPTON TOWN COUNCIL

POLICY ON THE DEDICATION OF BENCHES, TREES AND SHRUBS WITHIN THE PARISH

On Council Owned Land

Bampton Town Council supports the needs and principles of allowing memorial benches, trees and shrubs in its parish. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. 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 its open spaces, which will take 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 supported 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.

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

Memorials

Bampton Town Council offers memorialisation within parish owned space, which includes the following:

- Memorial tree with or without a plaque (subject to availability)
- Memorial shrub with or without a plaque (subject to availability)
- Memorial bench with plaque (subject to availability)
- 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 open spaces, 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 open space. Therefore, the size and location of the open space 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, or any agreed subsequent renewal 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 Council reserve the right to agree the inscription on the plaque. Suggested is "In (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 the Council carries out routine maintenance.

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. The application form will be sent out once the type of memorial and location has been agreed. Cheques should be made payable to Bampton Town Council, however payment by bank transfer is preferred.

Conditions

Bampton 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, Bampton Town Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

Bampton 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.

Adopted by Council June 2020