

Balderton Parish Council

Memorial Bench and Tree Policy

Adopted at Full Council on 28 February 2024

1. Introduction

Balderton Parish Council recognise the need for a fair and consistent approach for memorial requests on parish council owned land.

When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.

Balderton is fortunate to have some beautiful open spaces, with some fantastic views and scenery. This policy sets out how we approve memorial benches and trees on parish council owned land; who is responsible for their upkeep; and what is expected from the donor and the Council.

The Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

The space for new benches is limited so the council will hold a waiting list for when benches need to be replaced if there is no space in the cemetery/on parish council sites. Bench and Tree requests will be considered in January and September each year.


2. Policy Terms & Conditions

- i. The style of bench or tree specimen, together with the siting thereof, remains a parish council decision. See section 3 for details of benches.
- ii. When the Council agrees to install a bench or tree, they are paid for by the friends and family and donated to the Council. The tree or bench then becomes the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.
- iii. Once a memorial bench has reached the end of its lifetime (estimated 10 years), the council may remove it and will not replace it. The space will then be offered to the next person on the waiting list.
- iv. Benches may be removed prior to this if they become unsafe or have been vandalised.

- v. Balderton Parish Council cannot replace stolen, damaged or vandalised benches, trees or plaques. The bench or tree may be removed from site if vandalised and of a safety concern. If the bench or tree must be removed, we will make every effort to inform the donor.
- vi. Balderton Parish Council cannot guarantee the long-term safety or security of memorial benches or trees and is not responsible for the replacement resulting from damage or deterioration with age.
- vii. Regular inspections by Balderton Parish Council staff will determine if benches and trees are safe.
- viii. Should a memorial tree not survive, the council will not be responsible for its replacement. The donor will be contacted to enquire if they would like to purchase a replacement.
- ix. Whilst it is permitted for memorial benches to have commemorative plaques, this is not permitted for trees.
- x. Once planted the trees are normally left to grow to maturity however Balderton Parish Council reserves the right to remove trees after 10 years if deemed unsafe.
- xi. Balderton Parish Council does not permit the placing or burial of ashes under benches or trees.
- xii. The location in which the bench or tree will be placed is determined by Balderton Parish Council, dependent on need and availability. While Balderton Parish Council tries to locate a bench or tree at a requested location, this cannot be guaranteed.
- xiii. Only benches and trees approved and installed/planted by Balderton Parish Council are permitted.
- xiv. The arrangements for ordering and installing the bench or tree will usually be made by the council, once payment has been received.
- xv. Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.
- xvi. No placing of flowers or other objects at memorials will be permitted.
- xvii. Balderton Parish Council will keep a record of donors and their contact details for future reference in accordance with data protection laws. It is the responsibility of the donor to keep Balderton Parish Council informed of any change of circumstance or contact details.

3. Memorial Benches

The images in the table below shows the memorial benches that the council offers. The installation/arrangement fee is £250 plus VAT. This is charged in addition to the bench/plaque list price.

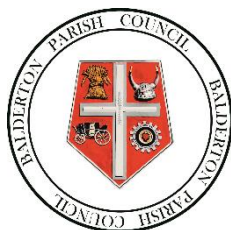
Cemetery Bench	Open space bench
	
<p>https://uk.glasdon.com/seating/memorial-benches-plaques/phoenix-double-seat</p> <p>Glasdon Phoenix Double Seat Brown Enviropol Material</p>	<p>https://uk.glasdon.com/seating/park-benches/elwood-tm-recycled-material-seat</p> <p>Glasdon Elmwood Seat Brown Enviropol Material (Dark Oak ends)</p>
<p>Example cost: £ 593.93 + £250 = £843.93 plus VAT</p> <p>(includes 200 x 50mm plaque)</p> <p>Total price including VAT £1012.72 (Costs correct at time of writing this policy).</p>	<p>Example cost: £ 931.97 + £250 = £1181.97 plus VAT</p> <p>(includes 200 x 50mm plaque)</p> <p>Total price including VAT = £1418.36 (Costs correct at time of writing this policy).</p>

- Memorial plaques characters/spaces
 - around 150 characters for the 150mm x 40mm/150mm x 50mm memorial plaque
 - 200 characters for the 200mm x 50mm memorial plaque
- Wording for the memorial plaque must be supplied in writing by the donor. Balderton Parish Council cannot be held responsible for any spelling mistakes in the writing supplied.
- Balderton Parish Council will order and install benches and affix the plaque.

4. Memorial Trees

Memorial Trees range from £150 to £250 (inc. delivery, planting & VAT @ 20%) depending on the sapling size and type. Native trees such as Rowan (Mountain Ash), Cherry, Oak, Silver Birch and Downy Birch are usually chosen.

- Balderton Parish Council will order, supply and plant trees



Memorial Bench/Tree Application Form

Note: Applications can be submitted to Balderton Parish Council at any time. However, they are considered in mid-September (estimated installation/planting November) and mid-January (estimated installation/planting March) so the benches/trees can be installed during the winter period when our grounds team are available. We will acknowledge receipt of your application and get back to you in January or September.

Your Name	
Address	
Email address	
Telephone number	
Name of the deceased	
What type of memorial would you like? <i>(please circle)</i>	Bench Tree
Where would you like the memorial? <i>(please indicate with a tick)</i>	Balderton Lake Coronation Street Park Balderton Cemetery Don't mind
We cannot guarantee where your memorial will be sited but if you would like to suggest where it goes, please detail here. https://what3words.com/ will allow you to give a specific spot within 1 metre so enter the 'what 3 words' location to give as accurate location as possible)	
Declaration	
I agree to the terms and conditions set out in the Balderton Parish Council Memorial Bench and Tree Policy.	
Name.....(BLOCK CAPITALS)	
Signature.....	
Date.....	

Please send your application form to: Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, NG24 3BD or email it to: office@baldertonparishcouncil.gov.uk