



# **Green Space Memorial Policy**

# Doncaster MBC Green Space Memorial Policy

## 1. Introduction

1.1 Doncaster MBC recognises the wish of many residents to remember loved ones with a memorial in a green space. These requests are accommodated wherever possible, but it is important to remember that green spaces are enjoyed by a wide range of park users and residents. The Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all.

## 2. Objectives

2.1 This policy has been produced for all green spaces, with the exception of cemeteries and churchyards, with the following principles:

- To be clear and easily understood by residents and park users
- To balance the contrasting needs of a variety of park users
- To ensure that the parks' primary recreational purpose is not compromised
- To establish responsibility for the maintenance of memorials

2.2 The policy will ensure that memorials:

- Have a common appearance and style, as shown below:



The size to be 830mm height x 620mm width x 1800mm length

- Have permission from the next of kin
- Are not out of place in the park in which they are placed
- Will not cause offence to others

## 3. Procedure

- 3.1 All applications for memorials should be made using the official application form and be signed by the next of kin, and forwarded to the Street Scene Team. The application will be considered and a decision made following consultation with Portfolio Holders and Ward Members, by the Assistant Director/Head of Service of Street Scene and Highways Operations.
- 3.2 All memorials must be paid for by the applicant before the completion of installation.
- 3.4 The Council accepts no responsibility if a memorial is damaged, vandalised or stolen.
- 3.5 The Council reserves the right to remove memorials at any time.
- 3.6 The Council will only permit memorials for individuals.

## 4. Memorial Benches

- 4.1 These will usually be replacements for old benches, but additional benches in new locations within the preferred green space may sometimes be considered. The fixing of plaques to existing benches will not generally be allowed.
- 4.2 Should there already be sufficient good quality benches in the green space of the applicant's choice, the applicant may be offered an alternative green space for a bench installation.

- 4.3 Benches must coordinate with any other benches in the green space, and will be procured by the Council.
- 4.4 The Council will be responsible for all installation work. If the bench is to be placed on grass it will usually be fitted to a concrete base.
- 4.5 Memorial plaques are to be made of brass, stainless steel or aluminium and be a maximum size of 125 mm x 25mm, and will be bought and engraved by the applicant. The inscription is to be approved by the Council. The engraved plaque will be fitted to the bench by the Council.
- 4.6 The Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life.
- 4.7 No additional mementoes, e.g. flowers, wreaths, vases, etc. will be permitted on or around the bench.
- 4.8 The Council will charge for the bench, base, and labour at cost plus an administration charge of ten percent.

## 5. Memorial Trees

- 5.1 The species of tree will need to be discussed and agreed with the Council's Tree and Woodland Officer in order for it to fit into the planting scheme of the green space.
- 5.2 The location of the tree will be discussed and agreed with the Council's Tree and Woodland Officer.
- 5.3 The tree will be procured by the Council.
- 5.4 The Council will be responsible for the planting of the tree which will take place during the winter months when they have the best chance of survival.
- 5.5 Memorial plaques will not be permitted on trees, but they may be installed on a concrete pad or stone block near the base of the tree. Memorial plaques are to be a maximum size of 100mm x 45mm and will be bought and engraved by the applicant. The inscription is to be approved by the Council. The engraved plaque will be fitted to the concrete pad or stone block by the Council. The Council will be responsible for the installation of the concrete pad or stone block.



- 5.6 The Council will maintain the tree in line with its current maintenance programme. It accepts no replacement liability for old or diseased trees.
- 5.7 No additional mementoes, e.g. flowers, wreaths, vases, etc. will be permitted on or around the tree.
- 5.8 The Council will charge for the tree, concrete pad and labour at cost plus an administration charge at ten percent.

## 6. Other types of memorial

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