



GREEN SPACE MEMORIAL POLICY

Date of adoption: 30th September 2025

1. Introduction

Tickhill Town Council 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 variety of users and residents, and that Tickhill Town Council has limited access to green space. 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 owned and managed by Tickhill Town Council with the following principles;

- To be clear and easily understood by residents and users.
- To balance the contrasting needs of a variety of users.
- To ensure that the green space's primary recreational purposes are not compromised.
- To establish responsibility for the maintenance

2.2. This policy will ensure that any memorials will;

- Have permission from next of kin
- Are approved by the full Council
- Are not out of place and are in keeping with the area
- Will not cause offence to others

3. Procedure

3.1. All requests for memorials should be submitted in writing to the Clerk by completing the application form available on the Tickhill Town Council website and at the end of this policy and should be signed by the next of kin. The Clerk will then forward the request to council for consideration by the full council at the next appropriate meeting.

3.2 All memorials and their installation must be paid for by the applicant before the completion of installation.

3.3 Tickhill Town Council accept no responsibility if a memorial is damaged vandalised or stolen. Tickhill Town Council reserves the right to remove memorials at any time.

4. Memorial Benches

- 4.1.** The design of any new benches must be approved by Tickhill Town Council and must be in keeping with any other existing benches in the green space.
- 4.2.** Should there already be sufficient good quality benches in the green space, the applicant may be offered an alternative memorial such as a tree or other type of memorial to be approved by full council.
- 4.3.** New benches will be considered within a green space owned by Tickhill Town Council, however the fixing of plaques to existing benches will not generally be allowed.
- 4.4.** Memorial plaques on benches are to be made of brass, stainless steel or aluminium and be a maximum size of 125mm x 25mm and will be bought and engraved by the applicant. The inscription must be approved by Tickhill Town Council.
- 4.5.** No additional mementos e.g. flowers wreaths vases etc. will be permitted on or around the bench.
- 4.6.** Tickhill Town Council will be responsible for all installation work, if the bench is placed on grass, it will usually be fitted to a concrete base. The council will recover all costs incurred in the installation of the bench.
- 4.7.** Maintenance of the benches remains the responsibility of the applicant and must be in keeping with the approved design. If maintenance is not undertaken within the specified time, Tickhill Town Council reserves the right to remove the bench. Tickhill Town Council accepts no replacement liability for the plaque or bench at the end of its useful life.

5. Memorial Trees

- 5.1.** The size and species of the tree will need to be discussed and agreed upon by the full council, in consultation with Tickhill Town Council's tree consultant, to ensure it fits appropriately within the green space planting scheme.
- 5.2.** The tree will be procured by Tickhill Town Council who will be responsible for the planting of the tree which will take place during the planting season (usually between October and February) when the tree has the best chance of survival.
- 5.3.** Memorial plaques will not be permitted on trees, but they may be installed on a concrete pad or stone block at the base of the tree with the full approval of Tickhill Town Council. 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 Tickhill Town Council. The engraved plaque will be fitted to the concrete pad or stone

block by the council. The council will recover all costs incurred in the installation of the bench.

5.4. Tickhill Town Council will maintain the trees in line with its current volunteer maintenance programme. It accepts no replacement liability for old or diseased trees.

5.5. No additional mementos e.g. flowers wreaths vases etc will be permitted on or around the tree.

5.6. The council will recover all costs incurred including the purchase of the tree, concrete pad, and all labour at costs.

6. Other types of Memorials

Requests for other types of memorials will be considered on a case-by-case basis and must be submitted to the clerk who will forward to full council for consideration at the next appropriate meeting.

7. Policy review

This policy will be reviewed every two years to ensure its relevance and effectiveness.

Date of adoption:

Adopted by Full Council

Review Date: September 2027