

Mansfield District Council Parks & Open Spaces Memorial Policy

Introduction

Mansfield District Council understands that many individuals and organisations recognise the work and memory of individuals by placing a memorial within parks and green spaces. A memorial is defined as a bench, with or without a plaque, or a tree. In most cases, the Council will be happy to accommodate requests for memorials, but it is important to understand that these spaces are enjoyed by a wide range of users and residents, therefore the council may have to refuse an application in some instances. The Council will ensure that the memorial procedure, installation and maintenance is managed and regulated for the mutual benefit of all individuals involved.

Objectives

This policy has been produced for parks and open spaces and local nature reserves with the following guiding principles:

- To be easily understood and clear to residents and park users
- To be respectful to those wishing to install a memorial
- To create a balance between the contrasting needs of a variety of park users
- To ensure that the high quality of appearance within our parks and spaces and local nature reserves are maintained
- To establish responsibility for the maintenance, repair and replacement of memorials

The policy will ensure that memorials:

- Have permission from the next of kin
- Have a common appearance, style and size
- Are not out of place in a chosen location in which they are placed
- Will not cause any offence to others

General

- The Council will only permit memorials for individuals.
- This policy does not include the scattering of cremated remains on parks & open spaces or local nature reserves.
- The Council will attempt to accommodate the wishes of applicants; however, it may limit the number of memorials in a particular area or park to reduce overcrowding.
- Any maintenance by a third party after the initial installation of benches, trees or plaques will be in strict agreement with the Council.
- The Council accept no replacement liability for the memorial bench, tree or plaque at the end of its useful life.
- The Council accepts no responsibility if a memorial is damaged, vandalised or stolen.
- The Council reserves the right to remove memorials at any time with immediate effect. This includes if the park and open space or local nature reserve is to be redeveloped.

Procedure

- All applications for memorials should be made using the official application form.
- The application will be considered and a decision made by the Assistant Director, Neighbourhood Services.
- The memorial will be in a mutually agreeable area subject to the constraints of topography, utilities and the usage of the land. All memorials must be paid for by the applicant before the completion of installation including the applicable rate of VAT.
- The customer/purchaser will be contacted in writing and given 10 working days to undertake any required maintenance before Mansfield District Council takes further action to remove a bench or tree if required.
- Mansfield District Council reserves the right to remove any benches immediately which have not been maintained to a safe standard, are badly damaged or a health and safety risk to members of the public.

Benches

- Benches must be of the type and colour specified by the Council to maintain the appearance and design of the area.
- The measurement for a plaque should be 125mm long x 50mm depth.
- Memorial plaques will be bought and engraved by the customer and the inscription needs to be approved by the Council to ensure suitable wording.
- The engraved plaque will be fitted to the bench by the Council.
- The total cost of the installation of a memorial bench will be dependent on the type of bench allowed, the type of fittings required and any extra service costs to the Council.
- Following installation and payment of the invoice, the responsibility for the bench cleaning and repairs will be the responsibility of the customer.
- The Council will procure the bench, all materials and labour.
- The cost for the installation will be agreed as part of Mansfield District Council's annual fees and charges; prices will include Vat at the applicable rate at the time.

Trees

- Memorial plaques will not be permitted on trees; however, they can be located close by. Any plaques installed comes under the ownership of the applicant and not the council.
- Tree species chosen will need to fit into the planting scheme of the chosen park. A choice of trees and plants will be provided to the applicant and cost for planting will be determined by the Council's fee & charges each year.

It must be acknowledged that the planting of trees may not be possible in some parks and open spaces and local nature reserves.

The planting of trees will be limited to certain times of the year. This is with the aim to increase their chance of survival. Tree planting is usually from November through to March.

- The Council will not be liable for the replacement of old, diseased or damaged trees. The Council reserves the right to remove a tree without prior notice if it is considered to be a health & safety hazard to the public.

- Any replacements of memorial trees will be the responsibility of the original applicant and will follow the same process as this policy.
- The cost for the planting of the tree will be agreed as part of the Council's annual fees and charges; VAT will be charged at the applicable rate at the time.

Other

- No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the memorial. Any found in place will be removed without prior notice given.
- Applications for other types of memorials will be considered on a case-by-case basis.

Review

- This policy will be reviewed every 5 years.

October 2025

Parks & Open Spaces (Neighbourhood Services)