

POLICY ON THE DEDICATION OF BENCHES AND TREES WITHIN THE PARISH

Newbiggin by the Sea Town Council supports the needs and principles of allowing dedication benches, trees and planters within the 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 and trees 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 assets within the town which will take account of the sometimes-contrasting needs of a variety of users.

The policy will also ensure that all dedication benches and trees 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 endeavor to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Location

Please note that there is no available space for memorial benches at Church Point.

Dedication trees are permitted outside the Health Centre on Central Parkway only.

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

Dedications

Newbiggin by the Sea Town Council offers dedications within the parish which includes the following:

- Dedication tree with steel guard and plaque (subject to availability)
- Dedication bench without plaque (subject to availability)
- Dedication planters with plaque (subject to availability)



Memorial benches shall be positioned to maximize the benefit and development of areas within the parish, but the Council will attempt to accommodate the wishes of the applicants.

The Council will limit the number of dedication benches in particular areas so that they shall not detract from the prime purpose of the space. Therefore, the size and location of the 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 to be installed to be in keeping with the intended location.

Donation of Benches

Upon receipt of a donation the Town Council will supply and install a bench as close as possible to your preferred location. The bench will become an asset of the Town Council and will be maintained as such.

It is the applicant's responsibility to provide and install the dedication plaque on the bench. Dedication plaques shall be affixed in the centre of the upper most lath of the back of the bench.

The Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair.

Donation of Trees

Upon receipt of the donation the Town Council will supply and plant the chosen species of tree and protect with the tree guard. Plaques shall be secured by a central pointed fixing to the tree guard. The tree shall become the responsibility of the Town Council to maintain.

The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

Donation of Planter – Trial scheme

Upon receipt of the donation the Town Council shall supply, install and plant the planter as close as possible to your preferred location. Plaques shall be secured by a central pointed fixing to the planter. The planter shall become the responsibility of the Town Council to maintain.

The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

The Council reserves the right to remove any planter which in its opinion is damaged or beyond economic repair.

Process

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and planting/installation of the preferred dedication.

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 in the park.

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. An invoice will be sent out once delivery fee is confirmed. Cheques should be made payable to Newbiggin by the Sea Town Council.

Conditions

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

Newbiggin by the Sea Town Council will maintain responsibility for the dedication and associated plaque in perpetuity. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

The Council reserves the right to remove any bench or tree which in its opinion is damaged or beyond economic repair.

Adopted by Council 15 July 2020

