



# **Nailsworth Town Council**

## **Commemorative Policy**

### **Introduction**

Nailsworth Town Council manages a variety of public open spaces ranging from parks, woodlands, or common land. People often feel a strong connection to their local spaces and turn to them to find both comfort at sad times in their lives and to celebrate happy occasions. Traditionally the Town Council has offered to dedicate trees and benches as memorials, and has also welcomed other potential features, and reasons for commemoration.

Commemoration of a major life event such as a birth, marriage, death, special birthday or reunion can be interpreted in various ways according to the nature and needs of a specific public open space. Options include benches, tree planting, wildflowers, bulbs, gates, painted mural, ceramic mosaics and sculpture. Some sites may lend themselves to more unusual options such as community art projects, and restoration of mill ponds, such as those located along the Stroud Valleys Pedestrian Cycle Trail.

In order to manage our public open spaces in an appropriate and sustainable way commemorative features need to be planned to reflect the needs and capacity of each site. This policy provides a framework for the delivery of commemorative features with consistency and contributes to the long term management of our public open spaces.

### **Procedure for future management of commemorative gifts.**

- 1) Nailsworth Town Council will identify the most appropriate locations for benches, plantings and other commemorative features. This will include the maximum capacity of commemorative features to ensure a public open space does not become overfilled. Up to 30% of one site's benches may have plaques
- 2) Commemorative features are leased for 20 years. If a donor wishes to renew the lease they must contact Nailsworth Town Council three months before the lease period expires, subject to renewal agreement
- 3) Nailsworth Town Council may specify the style of bench, type of planting, tree or feature appropriate for the chosen setting and location. Ideally this should be included in a site's management plan. All site furniture, structures and plantings provided under this scheme remain the property of Nailsworth Town Council
- 4) The Council will maintain commemorative plantings but cannot accept liability for replacement due to natural weathering, wear and tear or vandalism



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- 5) To ensure consistency the Council will not install benches, trees or structures provided by the enquirer
- 6) Nailsworth Town Council reserves the right to remove any damaged, diseased or unsafe structure without consultation
- 7) Trees will not be planted with a plaque or have plaques added to them
- 8) Shrine objects at or near the commemorative site, such as plastic flowers, toys, cards and wreaths, are not permitted. Any objects will be removed
- 9) It is not permitted to scatter ashes on Council public open spaces
- 10) Charges will be reviewed each year and will reflect the costs of all materials and labour required to install and maintain the commemorative object
- 11) General donations will be accepted for any public open space site of choice. This money will be used for the maintenance and improvement of the site. Where there is a volunteer or 'Friends' group for the site, residents may wish to make a direct donation to them. The Council can help put residents in touch with the appropriate Friends group.
- 12) Full payment is needed before any feature or work is ordered
- 13) The Council will keep a record of the name, address and other contact details of the donor along with the location, type and if possible a photograph of the commemorative feature

#### **Publicising Commemorative Features and Gifts**

The Council currently does not advertise commemorative features or donations to public open spaces. Following the approval of this report, a strategy is needed in order to publicise the change of emphasis to management and commemorative rather than solely memorial features, and to show how this can improve public open spaces.

Publicity options include the Council website, posters on site notice boards, libraries, Town Information Centre, press release and via other groups. The Council will endeavour to provide a 'green gift' list on the Council website.

#### **Record keeping of our assets**

Accurate records need to be kept of commemorative features, and the donor, including their email address and phone number. It is the responsibility of the donor to inform Council of any change to contact details. In the first instance the Town Clerk should be notified of any new commemorative feature so that it can be recorded on the council mapping system.

The list of existing assets and locations outlined below will also be mapped.



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#### Suggested features

<b>FEATURE</b>	<b>Suggested contribution</b>	<b>Location</b>
Adopt an existing tree	£35	Existing woodland and green spaces
Adopt a new tree	£200	Existing woodland and green spaces
Adopt a woodland share (can be more than one share)	£10	Norton Wood, Bunting Hill
Adopt a pollinator area (conservation cut grass, perennial planting, roadside nature reserve)	£10	Town Council owned land, common land at the top of Spring Hill
Sponsor a hedgehog house	£35	Woodland
New bench	£1,200	various
Plaque on existing bench	£120	various
Picnic bench	£500	various
Cycle rack	£100	Morrison's car park (subject to landowner's approval). Existing racks are adjacent to 'watersmeet', Bridge Street and the Library.
New kissing gate	£600	Various, for access
Bee Hives and/or solitary bee homes	£1.00 - £10.00	Town Council owned land and property (exact locations to be confirmed)
Community gardens and allotments	Donations from £10.00	Town Council owned land, behind Nailsworth Library, Mortimer Room, KGV extension field
Shared electric bike scheme	£400 each	Town Council owned land, or negotiate with property owner



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Solar power unit for bikes	£3,000	Town Council owned land
Cover and stand for bikes	£1,000	Town Council owned land

Policy Title:	Commemorative Policy		
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