



*Okehampton Town Council*

# Okehampton Town Council

## Memorial Management Policy (Parks)

It is necessary to establish criteria for the permitting of the placing of memorials in Simmons Park in order to monitor donations so that the character and function of the park is not affected.

### General Criteria

Applications for memorials must be made in writing to Okehampton Town Council, for the consideration by the Parks Committee, stating all relevant information regarding the form and type of memorial.

There are two types of memorial that will be considered; trees and benches:

### Memorial Trees

- The species of tree must relate to the historical use of planting in the park not detract from the character and style of planting.
- There are a limited number of tree locations available in the park and only through replacements will new trees be planted.
- If a location becomes available a tree can be donated or a donation can be made to cover the cost of the tree and any other associated costs
- Requested donations of trees will be entered in a register and be permitted on a first come, first served basis when a suitable location becomes available
- Okehampton Town Council will maintain the tree for the first year to ensure successful establishment but cannot be held responsible if it is damaged or dies and would need to be replaced by the donor if so requested. If the tree is not replaced within 6 months, the location may be passed to the next donor on the list or replaced by Okehampton Town Council
- The donator must cover the cost of the plaque and method of fixing.
- All plaques must be made of bronze and fixed to the ground with an angle iron or similar fixing.
- Plaques should include the species name of the tree.

### Benches

- Only existing benches can receive dedication plaques.
- Should a member of the public wish to dedicate a bench they must cover the cost of the plaque and the cost of the refurbishment of that bench, or another bench within Simmons Park that is in need of repair or replacement.
- All plaques must be made of bronze.
- Okehampton Town Council will be responsible for future maintenance and repair of the bench.