

Barnstaple Town Council
Rock Park Trust Management Committee
Policy for Memorials in Rock Park

1. Terms and Conditions: Tree Memorials

- 1.1 Species – to be a native tree of the United Kingdom and suitable to Park lands. The following trees are approved by the Rock Park Trust: Oak, Horse Chestnut, Cherry, Silver Birch, Beech, Aspen, Field Maple and Hornbeam. Guidance should be sought from the Rock Park staff on this matter.
- 1.2 The tree purchased must be a minimum height of 7 foot.
- 1.3 The tree is to be purchased from the approved list of Reputable Nurseries, details below:
- St. John's Garden Centre
St. John's Lane
Barnstaple
Devon
EX32 9DD
 - Trelawney
Strand Lane
Ashford
Barnstaple
North Devon
EX31 4BW
 - Gardeners Delight Nursery
Rooksbridge/Brynsworthy
Bickington
Barnstaple
EX31 2PA
 - Perrie Hale Forest Nursery
Northcote Hill
Honiton
Devon
EX14 9TH
- 1.4 Positioning – to be agreed by the Rock Park Trust and in a suitable location within the Park.

- 1.5 The person who has requested the Memorial is to purchase the tree, stake and correct tie, from the approved list of Reputable Nurseries and the Rock Park Trust will plant in the approved location. A photograph will be taken when in place for documentation purposes.
- 1.6 Once the Memorial is in place at Rock Park the Rock Park Trust will take over ownership of the Memorial. The ongoing maintenance for the tree will be carried out by the Rock Park Trust. The Trust reserves the right to make safe or remove any Memorial, which is diseased, dangerous or has died.
- 1.7 Replacement of the tree will be the responsibility of the Rock Park Trust.

2. Terms and Conditions: Benches

- 2.1 Design – A drawing or plan with measurements of the proposed Memorial bench along with copy of inscription must be submitted with the agreement form.
- 2.2 The materials used for the bench must be recyclable plastic or if wood, it is hard wood and is sourced from sustainable sources. All plaques must be brass.
- 2.3 The bench is ISO 9001-2008 quality standard.
- 2.4 The maximum length for any bench is 6 foot.
- 2.5 The bench is to be purchased from the approved list of Reputable Companies, details below:
 - Broxap Ltd
Rowhurst Industrial Estate
Chesterton
Newcastle-under-Lyme
Staffordshire
ST5 6BD
 - Wicksteed Park and Play Equipment
Wicksteed Leisure Limited
Digby Street
Kettering
Northamptonshire
NN16 8YJ

- Glasdon UK Limited
Preston New Road
Blackpool
Lancashire
FY4 4UL

- 2.6 Positioning – to be agreed by the Rock Park Trust and in a suitable location within the Park. To note in the future there is a possibility that the bench may have to be moved to another location within the Park if development works take place.
- 2.7 The person who has requested the Memorial is to purchase the bench and for it to be installed at Rock Park. The installation of this item will be supervised by Rock Park staff. A photograph will be taken when in place for documentation purposes.
- 2.8 Once the Memorial is in place at Rock Park the Rock Park Trust will take over ownership of the Memorial. The ongoing maintenance for the bench will be carried out by the Rock Park Trust. The Trust reserves the right to repair, make safe or remove any Memorial, which is allowed to fall into disrepair or become unsightly and dangerous.
- 2.9 Replacement of the bench will be the responsibility of the Rock Park Trust.

3. General Terms and Conditions

- 3.1 It is the owner's responsibility to notify the the Rock Park Trust of any changes to contact details.
- 3.2 Data Protection – the information provided will be processed in accordance with the Data Protection Act 1998.

BARNSTAPLE TOWN COUNCIL

**AGREEMENT FORM FOR A MEMORIAL IN
ROCK PARK, BARNSTAPLE**

Please complete all sections

CONTACT DETAILS

Name and address:

.....
.....

Company (if applicable):

Tel No: Mobile No:

Email:

DESCRIPTION OF MEMORIAL

.....
.....
.....
.....
.....

If a Bench Memorial:

Measurements (L x W x D in cm):

Type:

Company who will be carrying out the installation:

Have you provided a drawing/plan
of the memorial and inscription?

Yes

No

If a Tree Memorial:

Species:

Reputable Nursery where purchased tree from:

Please indicate where you wish to situated your Memorial on the attached plan of the Park.

Completed agreement forms should be sent to:-

Miss N Lewis
Rock Park Trust Officer
Barnstaple Town Council
Barum House
The Square
Barnstaple
EX32 8LS

Tel No: 01271 373311

Email: natasha.lewis@barnstapletowncouncil.co.uk.

I have read, and agree to comply with, the Terms and Conditions of the Policy for Memorials in Rock Park:

Signed.....

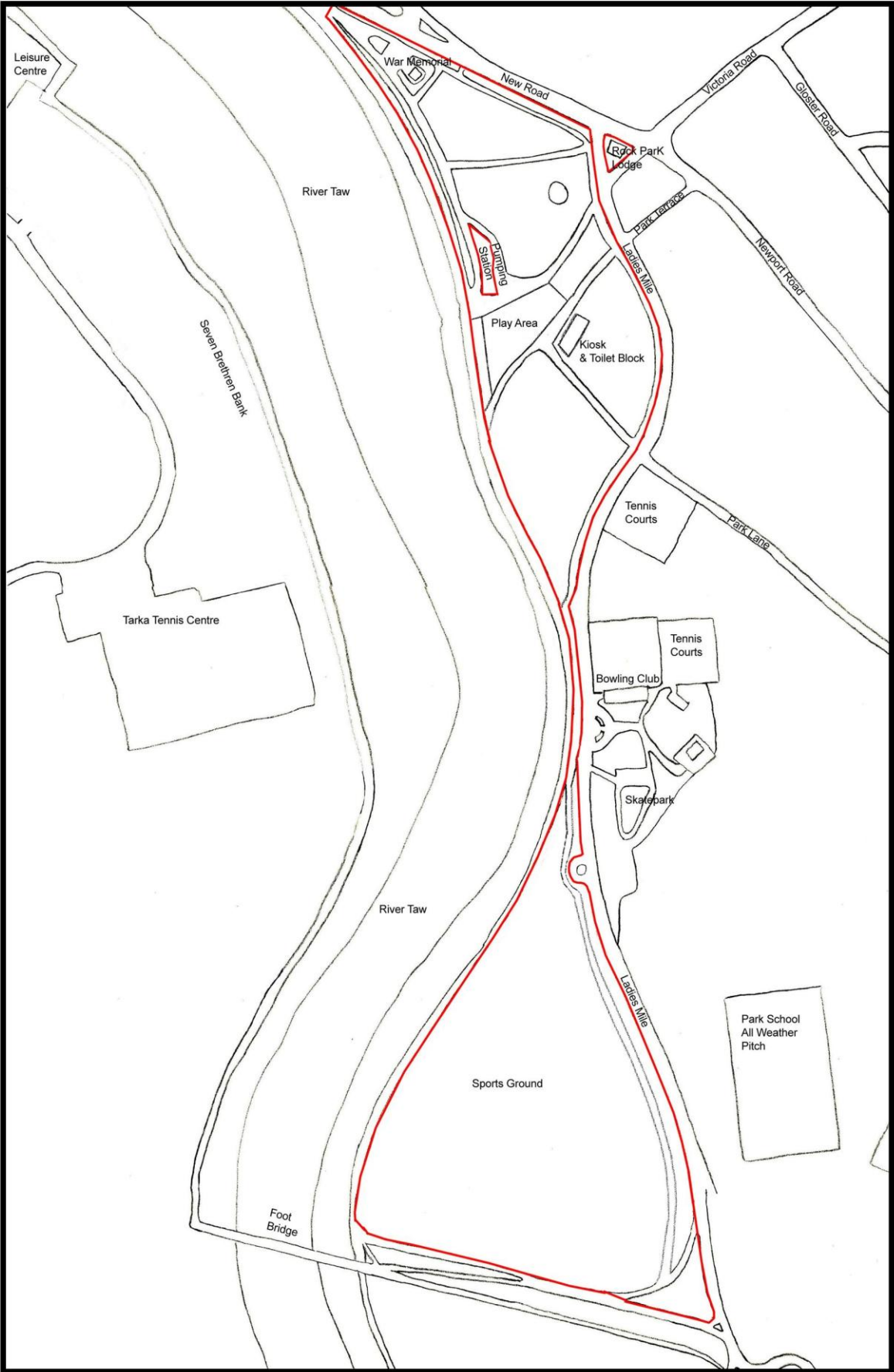
On behalf of

Date:

No permission for any Memorial will be given until the agreement form and accompanying documentation has been processed and approved by the Rock Park Trust.

Data Protection Act 1998

Barnstaple Town Council is the Data Controller. This information is being collected for the purpose to site a Memorial within Rock Park. When you complete this application form you are providing your consent for the Council to hold and use your personal information for this purpose. The information you provide may be disclosed to other Local Government departments and other Agencies.



ROCK PARK BARNSTAPLE
Joint Management Agreement