

Garden & Remembrance

Policy Document – Version 1.2 Draft

Thurcroft Parish Council

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Thurcroft Parish Council

GARDEN & REMEMBRANCE POLICY

This policy outlines the council's responsibilities for remembrance activities, collaboration with external partners within the parish, and the authorisation of land use within the parish Memorial Gardens.

1. Memorial Garden

1.1 Land

The land at Thurcroft Memorial Garden and Brampton Memorial Garden is owned by Thurcroft Parish Council under ownership and lease agreements. Notwithstanding any arrangements detailed within this document, Thurcroft Parish Council reserves the right to take action as it sees fit to maintain health and safety and/or the appearance of the memorial gardens.

1.2 Memorials

The legislation under the War Memorials (Local Authorities' Powers) Act 1923 states that local authorities have the power to "incur reasonable expenditure in the maintenance, repair, and protection of any war memorial within their district". The Act does not oblige them to do so, though Thurcroft Parish Council are committed to take reasonable action to maintain the memorials.

Thurcroft Parish Council is the custodian of each of the memorials within each garden and the council is responsible for the cleaning of the memorials. Due care will be taken by specialist cleaners as and when necessary to ensure that a suitable cleaning method is applied to protect the lifespan of the memorials.

A historic arrangement exists with the Thurcroft and District Veterans Association to clean the brass on the plaques before each Remembrance event. This will remain in place as delegated by Thurcroft Parish Council.

1.3 Wreaths and Poppies

The Royal British Legion provides no guidance on how long wreaths and poppies should remain at memorials. In some places, they are removed after weeks, in others after months. In most places, the local Legion branch and local authorities agree on a suitable time to take them away

Wreath and Poppies can be left in place for up to **3 months** after Remembrance Sunday. At other times of the year wreaths and poppies may be left for **4 weeks**, unless specific agreement is made with the Parish Council in advance. Thurcroft Parish Council should be notified in advance of any additional planned events.

It is the responsibility of those leaving wreaths and poppies to remove them by the relevant date. If this does not happen Thurcroft Parish Council will remove wreaths and poppies at the end of the specified period, or if the wreaths or poppies have deteriorated significantly before this date. Items



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will be kept at the Gordon Bennet Memorial Hall for 1 week following removal from where they can be collected. If not collected after 1 week they will be disposed of.

Anyone leaving wreaths or poppies should, wherever possible, note the date the item is left on the back of the item and/or notify Thurcroft Parish Council. This will act as a guide for the removal deadline. To support this the Parish Council will arrange for signage at the memorial gardens outlining this policy and instructions.

1.4 Guidelines for placing external items within the Garden

Any other items being placed in the garden or affixed to any structure of the garden must be approved by the Parish Council. If the council asks for the removal of an item from the garden, this should be completed within 48 hours of the matter being raised. Should this not be met the Parish Council reserves the right to remove the items.

The Parish Council has the final decision.

1.5 Flagpoles/Flags

Thurcroft Parish Council is responsible for the flagpoles within the memorial gardens and the grounds of the Gordon Bennett Memorial Hall. The Council will undertake the inspection of the flagpoles and any defects will be reported back to the council.

There is a historic agreement with the Thurcroft and District Veterans Association for the group to manage the flags within the garden. This responsibility includes changing flags when they deteriorate, removing flags during periods of extreme weather, and completing ceremonial duties or national events.

The flags flown should follow the UK order of precedence.

If a flag deteriorates, the Parish Council will contact the Thurcroft and District Veterans Association to replace the flag within 48 hours of the concern being raised. If no response is received from the group, the flag will be removed from the flagpole. Should it not prove feasible to replace the flag within 48hrs the Parish Council should be informed and a reasonable timescale agreed. It is recommended that the Thurcroft and District Veterans Association retain 'spare' flags to enable swift replacement.

1.6 Grounds Maintenance

The council is responsible for the ground's maintenance within the memorial gardens. This includes grass cutting, flower displays, and shrub and tree maintenance.

The council also operates a volunteers' policy that allows for small works to be undertaken within the gardens, but this must not impede current contracts that are in place. Prior consent must be obtained from the Parish Council before any activities take place.



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Where possible, the Council will prioritise grounds maintenance surrounding memorial gardens preceding any nationally recognised events.

As outlined above Thurcroft Parish Council reserves the right, during these activities, to remove any items which can be deemed unsafe or in poor condition to maintain safety and appearance. Where possible we will inform the owners of these items should this situation occur.

2. Poppies – Attached to Lampposts

2.1 Thurcroft Parish Council owns all plastic poppies attached to lampposts. When not in use, these are kept in storage at the Gordon Bennett Memorial Hall.

2.2 The Council will complete a Memorandum of Understanding with Rotherham Council to show the plan for which lampposts they will be attached to, and the duration they will be in place.

2.3 The poppies will be placed on lampposts two weeks prior to the event and will be removed two weeks after the event or on the weekend that Christmas lights are erected, whichever comes sooner.

2.4 Thurcroft Parish Council will be responsible for the attachment of poppies to the lampposts. This will be through the use of members and volunteers and will be in line with the Volunteer Policy.

3. Church Service

3.1 Thurcroft Parish Council will not be involved in the running of the church service; this will be the responsibility of St Simon and St Jude's – Thurcroft Parish Church.

3.2 The Clerk will share an invite to the service with Members to attend the church service.

3.3 Communication (posters/social media/press) for the event will include any church service that is taking place as part of the Remembrance event.

3.4 With regard to the Church Service, Parade (Section 4), and Road Closure (Section 5) a meeting between the Church, Thurcroft and District Veterans Association and Thurcroft Parish Council to confirm and agree details should take place at least 1 month before Remembrance Sunday.

4. Parade (Specific to Remembrance Sunday)

4.1 Thurcroft Parish Council will liaise with Thurcroft and District Veterans Association and St Simons and St Judes, Thurcroft District Parish Church, regarding the organisation of the parade in line with guidance from the Royal British Legion.

4.2 Thurcroft Parish Council will remain responsible for the traffic management and the timings. If the timings of the parade change from what is agreed, the parish council will discharge responsibility onto the organisation that has made that decision.



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4.3 Thurcroft Parish Council will be responsible for completing a risk assessment of the parade for any Remembrance events.

5. Road Closure (Specific to Remembrance Sunday)

5.1 Rotherham Metropolitan Borough Council stipulates a policy that they will arrange and bear the cost of one road closure per year. Thurcroft Parish Council will use this road closure for the main Remembrance Sunday in November.

5.2 Any other events of remembrance that wish to have a road closure will need to receive prior approval in writing from the Parish Council if these are to be arranged and paid for through the council.

5.3 Attached as Appendix A is an example road closure for remembrance events that start from St Simon and St Jude's – Thurcroft Parish Church towards the Memorial Garden, and back to the Gordon Bennett Memorial Hall.

6. Garden Remembrance Services

6.1 The service conducted within the memorial gardens is organised between St Simon and St Jude's – Thurcroft Parish Church and Thurcroft and District Veterans Association. The service is in line with guidance from the Royal British Legion.

6.2 Thurcroft Parish Council will provide a microphone and speakers for planned Remembrance events within Thurcroft Memorial Garden.

6.3 Thurcroft Brass Band usually attends Remembrance events. Thurcroft Parish Council does not have responsibility for hiring the band; this is completed by St Simon and St Jude's – Thurcroft Parish Church.

6.4 Thurcroft Parish Council will organise the printing of service sheets to be distributed at the event.



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Appendix A

