

# Collingham with Linton Parish Council

## Memorial Policy

None of the Parish Council owned properties are designated as Memorial sites. From time-to-time residents request a plaque, bench or similar to celebrate the lives and achievements of a loved one. The Parish Council will only agree to such requests should the deceased have been a long-term, highly active volunteer in maintaining and delivering improvements to the Parish Council property. Approval will be at the discretion of the Parish Council. The Parish Council will not fund or contribute funds to such memorials.

Should the Parish Councillors agree to a Memorial item then this will be governed by the Policies included in the Memorial Policy.

### Guiding Principles of this Policy

This policy has been developed whilst following these principles:

- ❖ Those seeking to install a personal memorial are to be treated respectfully and sympathetically
- ❖ All memorials to be clearly understood by the community
- ❖ All memorials are to be of a high quality and are to sit well within the public open space
- ❖ Maintenance, repair and replacement responsibilities are to be clearly defined for all memorials.

### 1.0 General

1.1 All requests for memorials are to be made in writing to the Clerk of the Council.

1.2 Only applications from the next-of-kin or Executor will be considered.

1.3 The number of memorials shall not detract from the prime recreational purpose of the facility therefore the size and location of the Open Space shall limit the number of plaques or benches permitted. The Council reserves the right to refuse applications on this basis.

1.4 Unauthorised memorials will be removed by the Council.

1.5 The Council will work with the applicant to identify an appropriate memorial and will do it's best to accommodate the wishes of the applicant. It is possible that the sites identified might not meet the criteria specified by the applicant.

1.6 Due to the large number of memorials already in position in the community it may be that an applicant will be added to a waiting list.

1.7 It is anticipated that new memorials will be purchased by the Council. All purchase and fitting costs are to be paid for by the applicant in advance of the purchase order being placed.

1.8 The Council accepts no responsibility if a memorial or plaque is damaged, vandalised or stolen and all costs associated with the repair or replacement will be the responsibility of the applicant. In the event that the applicant cannot be contacted by the Council within 56 days of such an occurrence the memorial will be removed and the site made available to an applicant on the waiting list.

1.9 The Council reserves the right to remove memorials at any time however applicants will be notified of the reason why such action was taken as soon as possible.

1.10 Applicants who wish a memorial to be removed must request assistance from the Council so that the memorial is removed safely. The Council reserves the right to charge for such assistance.

1.11 The Council prefers memorials to individuals and will not consider memorials to pets.

1.12 All applications for memorials must be considered by the Parish Council who will check that the memorial is appropriate for the community environment and that it meets the requirements set out within this policy.

1.13 The memorial must not cause offence to others.

1.14 In the case of the Parish Council refusing an application for a memorial there is no appeals process.

## **2.0 Memorial Benches**

2.1 Applicants can apply for benches to be installed in memory of a loved one. These benches will mainly be replacements for previous benches that are no longer in a suitable condition. Benches in additional positions may be considered however applicants are advised that many areas of public open space have restrictions that might not allow benches.

2.2 Benches are to be of a specification set by the Council and might include wooden benches from sustainable resources or recycled material options. They will be co-ordinated to other benches in the locality and be suitable for the environment in which they are situated.

2.3 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Council will charge for the bench, base, materials, labour and any delivery costs. The Council will procure the bench in consultation with applicant.

2.4 If a bench is to be placed on grass it will usually be fitted to a concrete base. The Council will be responsible for the installation work and the applicant will be responsible for covering the cost of the base.

2.5 Memorial plaques fitted to the bench are to be a maximum height that allows safe fitting in the centre of the uppermost lath of the back of the bench and will be stainless steel, bought and engraved by the applicant. The Council reserves the right to refuse a plaque if it feels the wording is inappropriate.

2.6 Second plaques will not be permitted on existing benches that already host a plaque. Benches that are additional to existing benches, or that are a replacement, will be permitted to carry more than one plaque subject to the conditions in this policy and subject to permission being granted for the second plaque by the donor of the bench. The replacement and repair responsibilities of the bench will remain with the original donor.

2.7 The Council will advise the applicant of the planned maintenance requirements with regard to the bench. The Council will commit to cleaning the bench if necessary however the applicant is required to pay for all planned maintenance costs for an anticipated lifespan of ten years. Any maintenance carried out by a third party will be in strict agreement with the Parish Council

2.8 If a donor of an existing bench does not wish to fund the required replacement or repair costs the bench will be offered to an applicant on the waiting list at a cost of the repair/replacement plus a ten-year planned maintenance responsibility. In these cases the existing plaque will be removed and returned to the donor.

2.9 No additional mementoes will be permitted on or around the bench and no ashes or urns must be buried beneath the bench.

2.10 Should there be sufficient benches in the applicant's preferred locality the applicant may be offered an alternative location for a bench, another form of memorial or to be added to the waiting list.

2.11 Once donated the bench becomes the property of the Council.

### **3.0 Memorial Trees (including Plants)**

3.1 Memorial plaques will not be permitted on the trees. No additional mementoes will be permitted on or around the tree.

3.2 Trees and plants will be chosen by the Council together with the applicant. The planting of trees may not be possible in some locations.

3.3 The total cost of the tree will depend on the species and maturity as chosen by the applicant. The Council will charge for the cost of the tree and the labour and materials required for ground preparation and planting.

3.4 The inscription is to be restricted to the name of the tree or plant. "Planted in the Memory of" the name of the person, recognition of public office (if appropriate) and the dates of birth and death. (Wording such as or similar to "Forever in our thoughts" or "Beloved husband and father of" will not be accepted).

3.5 The Council accepts no liability for the plaques once installed and the cost of any replacements will be the responsibility of the original applicants.

3.6 The Council will maintain the tree in line with its current maintenance programme.

3.7 The Council will not be liable for the replacement of old or diseased trees. Any replacements of memorial trees will be the responsibility of the original applicants.

3.8 The Council will only plant trees during the winter months when they have the best chance of survival.

### **4.0 Ashes**

4.1 The Council does not permit the scattering of ashes on its land.

### **5.0 Other types of memorial**

5.1 Applications for other types of memorial will be considered on a case-by-case basis. As a general rule, memorials should be standard open space features (eg shrubs or gates) rather than sculptures or pieces of art.

5.2 This Council does not permit the erection of shrines on its land.

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