

## **MEMORIAL BENCH AND TREE POLICY**

### **1.0 INTRODUCTION**

Winterbourne Parish Council recognises the wish for memorial benches and trees and will consider applications for such on land managed by the Parish Council. Our green spaces are enjoyed by a wide range of residents and visitors. The memorial bench, plaque and tree application process is managed and regulated for the benefit of all. The Parish Council will consider requests on an individual basis and retains the right to refuse or limit the number of benches or trees.

### **2.0 OBJECTIVES**

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench or tree.
- To establish responsibility for the maintenance, repair and replacement of memorial benches and trees.
- To ensure that memorial benches and trees are not out of place in the area in which they are situated

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

### **3.0 CONDITIONS**

1. The Parish Council will limit the number of memorial benches and trees on land which it controls.
2. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench / tree and plaque and the installation.
3. The Parish Council will consider each application on its merits. Whilst the Parish Council will not automatically expect a uniform style of bench in any one location, the Parish Council may choose to require it.
4. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench.
5. The applicant may request a particular siting for the memorial bench / tree but the final decision will be that of the Parish Council. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.

6. The installation of a memorial bench / tree shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council.

7. The Parish Council accepts no responsibility if a memorial bench or tree is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, the Parish Council may arrange for the removal of the memorial bench.

8. The Parish Council will not be responsible for any maintenance of any memorial bench. However, if any maintenance is, in the opinion of the Clerk to the Parish Council, required, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works.

9. The Parish Council reserves the right to remove or re-site memorial benches at any time.

10. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.

11. Memorials will be limited to benches and trees. No additional mementos (e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).

12. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.

13. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

#### **4.0 PROCEDURE**

1. All applications for memorial benches and trees must be made on the official application form and signed by the applicant (Appendix A)

2. The Clerk will acknowledge your application and it will be discussed at the next meeting.

3. You will be advised of the Council's decision.

4. If the application is agreed you will then be expected to purchase the bench / tree and have it delivered to Winterbourne Parish Council.

5. Winterbourne Parish Council will arrange the purchase of the plaque and invoice the applicant.

6. Winterbourne Parish Council will arrange the installation of the bench / tree and invoice the applicant for any monies spent.

<b>Title</b>	Memorial Bench and Tree Policy
<b>Author</b>	Sarah Lucy
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**BENCH OPTIONS**

Please state which type of bench you will purchase. Make /model and manufacturer.

Where would you like the bench? Please give the site name and describe or sketch your preferred location.

Would you like a memorial plaque on the bench? Please circle

YES

NO

If yes, please print the wording clearly in BLOCK CAPITALS in the box

**Declaration by the applicant:**

I declare that I have read and understood the Winterbourne Parish Council's Memorial Bench and Tree Policy.

Signed:

Date:

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