

Memorial Bench and Tree and Plaque Policy

1.0 INTRODUCTION

Winterbourne Parish Council ('The Council') recognises that residents may wish to commemorate individuals through memorial benches or trees and plaques. The Council will consider such requests for land and open spaces under its ownership or management, in accordance with this policy and the Council's statutory powers under the *Local Government Act 1972* and other relevant legislation.

The Council aims to balance the wishes of applicants with the need to protect public spaces, ensure accessibility, and maintain the character and sustainability of parish environments. All applications will be considered on an individual basis, and the Council reserves the right to refuse or limit memorials where appropriate.

2.0 OBJECTIVES

This policy is guided by the following principles:

- To be respectful and sympathetic to those seeking to install a memorial.
- To ensure memorial benches and trees and plaques are appropriate to their surroundings and enhance the parish environment.
- To establish clear responsibility for the purchase, installation, maintenance, and replacement of memorial benches and trees and plaques.
- To ensure fair, transparent, and consistent decision-making in line with NALC governance standards.
- To ensure compliance with relevant legislation, including health and safety, environmental considerations, and data protection.

The Council may review and amend this policy at any time to reflect changing circumstances, legislation, or local needs.

3.0 CONDITIONS

1. The Council will limit the number of memorial benches and trees and plaques in any location to prevent overcrowding, maintain accessibility, and preserve the character of public spaces.
2. Applicants are responsible for all associated costs, including purchase, delivery, installation, plaques, and any future repairs or replacements.
3. Each application will be considered on its merits. The Council may require a uniform style or material in specific locations to maintain visual consistency and accessibility.



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4. The proposed text and design of any plaque must be submitted with the application and approved by the Council to ensure suitability, legibility, and compliance with Council standards.
5. Applicants may request a preferred location, but the final siting decision rests with the Council. The Council will consider environmental impact, accessibility, safety, and existing memorial density.
6. Installation must be carried out only by contractors approved by the Council to ensure compliance with safety and environmental standards.
7. The Council accepts no liability for damage, vandalism, theft, or deterioration. Applicants will be notified of any damage. If repairs are not completed within 4 weeks, the Council may remove the memorial.
8. The Council is not responsible for routine maintenance. If maintenance is required to ensure safety or accessibility, the applicant will be notified and given 4 weeks to complete the work.
9. The Council reserves the right to remove, relocate, or temporarily move memorials for safety, maintenance, environmental, or operational reasons.
10. Memorials will only be permitted for individuals or, in exceptional circumstances, significant historical events. Memorials to pets will not be considered.
11. Only benches and trees and plaques are permitted as memorials. Additional items (flowers, ornaments, wreaths, balloons, statues, etc.) are not allowed and will be removed without notice.
12. The Council will undertake an annual inspection of all memorial benches. Any bench deemed unsafe or beyond repair may be removed. Plaques will be returned to the donor where possible.
13. Donor contact details will be held securely in accordance with the UK GDPR and the Council's Data Protection Policy. Applicants must notify the Clerk of any changes. If contact cannot be maintained, the Council may remove the memorial without further notice.
14. The Council will consider environmental sustainability, biodiversity, and long-term maintenance when approving tree species and locations. Only native species will be permitted.
15. The Council will ensure that decisions are made fairly and without discrimination, in accordance with the Equality Act 2010.

4.0 PROCEDURE

1. All applications must be submitted using the official application form (Appendix A) and signed by the applicant.
2. The Clerk will acknowledge receipt of the application and place it on the agenda for the next suitable Council or committee meeting.



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3. Applicants will be notified in writing of the Council's decision.
4. If approved, the applicant must arrange for the bench, tree and plaques to be delivered to the Council at an agreed time.
5. The Applicant will arrange the purchase of any plaque.
6. The Council will arrange installation and invoice the applicant for all associated costs.
7. The Council will maintain a register of memorial benches and trees, including donor details, installation dates, and inspection records.

Title	Memorial Bench & Tree & Plaque Policy
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APPENDIX A

APPLICATION FOR A MEMORIAL BENCH AND TREE AND PLAQUE

Thank you for your interest in erecting a memorial in Winterbourne Parish. Please complete the application for and return by email to clerk@winterbournepc.co.uk or by post to:

The Clerk
Winterbourne Parish Council
The Greenfield Centre
Park Avenue
Winterbourne
BS36 1NJ

Name of Applicant	
Address	
Phone	
Email	
What memorial would you like? Please circle preferred option	Bench Tree Plaque
TREE OPTIONS	
Please state which species of tree you would prefer. NB only native British species will be planted.	
Where would you like the tree? Please give the site name and describe or sketch your preferred location.	



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No plaques are permitted for trees.	
Would you like to be present at the planting?	
<i>The tree planting season runs from November to March</i>	
PLAQUE BY TREE OPTIONS	
Would you like a memorial plaque by a tree? Please circle	YES NO
If yes, please print the wording clearly in BLOCK CAPITALS in the box	
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.	



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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: