

Memorial Procedure

Introduction

The Memorial Procedure is a supporting document and should be read in conjunction with the Memorial Policy.

Application and Approval Procedure

Applications for memorials are processed all year round.

1. All requests for memorials shall be made in writing using the application form, available from the Parish Council website.
2. Requests for memorials will be received by the Parish Clerk who will review the application to ensure completion of all required information prior to presentation to Council for consideration.
3. The Council will consider each application on its merits and is to consider approval of applications in line with the requirements laid out in the Memorial Policy and this procedure.
4. The Parish Clerk will liaise with the applicant on the outcome of the application.
5. Where an application has been approved, a full quote will be provided and payment will be required in full prior to installation.
6. Where it is not possible to grant an application, the applicant may be offered an alternative memorial, alternative location or be added to a waiting list.
7. In the case of the Parish Council refusing an application for a memorial, there is no appeal process.

1. Plaques

- 1.1. Priority will be given to fixing of plaques to existing benches however additional benches in new locations or replacement of old benches that are no longer in a suitable condition may be considered.
- 1.2. Plaques will not be permitted on trees, but they may be installed on a stake or similar fixing near the base of the tree.
- 1.3. All memorial plaques will be made of brass and a maximum size of 150mm x 75mm
- 1.4. The wording for plaque inscription and preferred location will be submitted as part of the application for approval by Council.
- 1.5. Council reserves the right to refuse a plaque if the wording is deemed inappropriate.
- 1.6. All plaques will be procured by the Council using a preferred supplier and will be installed by the Council.

- 1.7. Plaques will be installed for a period of up to 10 years. Additional years may be purchased with the agreement of the Council.
- 1.8. The Council will attempt to contact the applicant with an offer to extend at the end of the 10-year period. Where the applicant chooses not to renew the memorial or where it has not been possible to contact the applicant, the Council will remove the plaque and return to the applicant where practicable.
- 1.9. Further plaques will not be permitted on existing memorials that already host a plaque.
- 1.10. The Council reserves the right to re-site or remove plaques at any time should this become necessary and notify the applicants of the reason as soon as possible.

2. Memorial Benches

- 2.1. The preferred location for a new bench will be submitted as part of the application for approval by Council. Replacement benches will remain in the same location unless otherwise agreed.
- 2.2. Council reserves the right to refuse a request for a new memorial bench where there are sufficient benches already present in the preferred location. In these circumstances, the applicant may be offered an alternative location for a bench, another form of memorial or be added to a waiting list.
- 2.3. All replacement and new benches will be procured and installed by the Council using a preferred supplier.
- 2.4. All replacement and new benches will be of uniform design¹ and will become the property of the Council for insurance purposes.
- 2.5. The Council shall accept liability of the bench following installation and will be responsible for all maintenance and reasonable repairs during its lifetime.
- 2.6. The Council reserves the right to remove any memorial bench which is, in the view of the Council, beyond economical repair through age or damage.
- 2.7. If the bench reaches a state of disrepair before the 10-year period (or any agreed extension thereafter) the Council will attempt to contact the applicant with the option to replace the memorial at their expense², or confirm whether the memorial should be removed and returned to the applicant instead.
- 2.8. In some instances, the Council may need to take urgent action without notice including the removal or relocation of the memorial. In these circumstances, the Council will contact the applicant as soon as practicable.

¹ <https://www.realisefutureserecofurniture.co.uk/product/plastic-park-bench/>

² If the Council can successfully claim for a replacement under the terms of its insurance, the item will be replaced at cost by the applicant, commensurate with the insurance excess payable.

3. Memorial Trees

- 3.1. The preferred tree species, variety and location will be submitted as part of the application for approval by Council.
- 3.2. Given the need to consider existing vegetation, and to prevent overcrowding for the general well-being of all plants, it is not always feasible to allow planting where requested by the applicant, although opportunities may occasionally arise to replace dead or felled trees/shrubs.
- 3.3. The Council will procure and plant the tree using a preferred supplier and will maintain the tree in accordance with its Tree Management Policy.
- 3.4. The planting of trees will only be carried out between November and March to ensure the most effective growing conditions and maximise the trees' chance of survival.
- 3.5. If the memorial tree does not thrive, the Council may fell, or remove any diseased or damaged limbs as necessary for the health and safety of the tree and/or public safety in accordance with its Tree Management Policy.

4. Fees and Charges

- 4.1. Associated costs incurred for the supply and installation of a memorial and/or an engraved plaque are subject to change and a full quote will be provided to the applicant following application approval.
- 4.2. The Council will charge to the applicant the full associated costs incurred for the supply and installation of a memorial and engraved plaque at cost.
- 4.3. All invoices must be paid for by the applicant in full prior to the installation of the memorial.

5. Other types of memorials

- 5.1. Other types of memorials will be considered on a case-by-case basis.
- 5.2. The interment or scattering of ashes in open green spaces is at the discretion of the Council and must be requested in writing.
- 5.3. No mementos such as cut or plastic flowers, flowers in pots, statues or vases will be permitted on or alongside any bench or tree. The Council reserves the right to remove such mementos without notice.

6. Data Protection and Record Keeping

- 6.1. The Council will keep a record of applicants and contact details, in accordance with data protection law.
- 6.2. It is the responsibility of the applicant to update the Council of any changes of these details. Failure to do so could lead to memorials being removed without notice.

6.3. The Council will keep a record of all memorials and may be made available to members of the public according to the adopted Model Publication Scheme.