



MEMORIAL POLICY

Drayton Parish Council

Version 1.0

Approval Date:	14/03/2024	Approval Route:	Council
Review Date:	+4 Years	Policy Holder:	Environment & Highways Committee

Purpose

Drayton Parish Council recognises the wish of many residents to remember loved ones with a memorial in an open green space. The aim of the Memorial Policy is to accommodate these requests wherever possible while recognising that green spaces are enjoyed by a wide range of users and residents.

The Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all to ensure a consistent approach to the provision of memorials in our public open spaces.

Principles

The Council will:

1. Be respectful and sympathetic to those seeking a memorial in celebration of the life of their loved one(s).
2. Respond to requests for memorials in a consistent, efficient and helpful manner.
3. Ensure all memorials are safe, sited in a suitable location and sit well within the public open space for the use and enjoyment of all users.
4. Establish clear responsibility for the maintenance, repair and replacement of memorials for a given period.
5. Prioritise memorials for those with a connection to the Parish.

Scope

This policy applies to memorials where the proposed site is on land owned by the Parish Council including:

- King George V Playing Field
- Longdale Playing Field
- Florence Carter Memorial Park
- Green Lanes

The Policy does not apply to memorials sited on private land. In such cases the matter is entirely for the individual and the landowner. The Council does not accept applications for memorials of pets.

Responsibilities

The Council is responsible for:

- ✓ Consideration of memorial applications for approval.
- ✓ Approval of this policy and supporting procedures.

The Policy Holder is responsible for:

- ✓ The review of this policy and supporting procedures and recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy.

The Parish Clerk is responsible for:

- ✓ Day to day management of compliance with this policy.
- ✓ Responding to and co-ordinating all correspondence regarding memorials on Parish Council land and the administration of internal records in accordance with approved procedures.
- ✓ Advising the Policy Holder on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy.
- ✓ Producing reports and recommendations as required to support policy monitoring, review and approval processes.
- ✓ Updating this policy and supporting documentation as required.

The Councillors are responsible for:

- ✓ Familiarising themselves with this policy and supporting documentation.

Further Information and Supporting Documents

Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this Policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt a structured approach to the management of memorials in the Parish to ensure that essential records of the Council's activities are maintained in appropriate detail.
4. Produce an annual report to Council, assessing and evaluating memorial applications, their outcomes and compliance with procedure and make recommendations as appropriate.

Supporting Documentation

Document Title	Description	Location
Memorial Procedure	Details the application and approval procedure including terms and conditions for memorial plaques, benches and trees.	Published on the Drayton Parish Council website.
Memorial Application	Online and hard copy application forms available to the public for completion.	Published on the Drayton Parish Council website.

Document Change History

This is version 1 of this policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

Summary of Changes

Version 1 14th March 2024	
Ref.	Change
N/A	N/A