

# **The Ivers Parish Council**

## **Memorials Policy**

(does not include Memorials at St Peters Burial Ground)

### **1. Introduction**

The Parish Council recognises that members of the community might wish to remember loved ones with a memorial placed in public open space. In 'The Ivers' many of these spaces are owned and looked after by the Parish Council and we are happy to receive requests for memorials from the community. It must be recognised that there is limited space for memorials such as benches.

This council will endeavour to manage the memorials and ensure that processes are in place to ensure the mutual benefit to all.

### **2. Guiding Principles of this Policy**

2.1 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 are to be clearly understood by the community;
- All memorials are to provide a balance of uses for the open space;
- 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.

2.2 All memorials must meet the following criteria before being agreed:

- It must be with the agreement of the next of kin;
- The memorial must be appropriate and sit well within the public open space;
- The memorial must not cause offence to others.

2.3 This policy applies to memorials placed on land that is owned or managed by the parish council and includes public benches placed on land owned by other organisations that the council maintains. This policy does not apply to St Peters burial ground.

### **3. General**

3.1 All requests for memorials are to be made in writing to the Clerk of the Council. The applicant must demonstrate that the next of kin has given permission for the memorial proposed and provide their contact details.

- 3.2 The Council will work with the applicant to identify an appropriate memorial and will do its best to accommodate the wishes of the applicant. It is possible that the sites identified might not meet the criteria specified by the applicant.
- 3.3 If there are several memorials in the preferred position it is likely that an applicant will be added to a waiting list.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 The Council prefers memorials to individuals and will not consider memorials to pets.
- 3.9 All applications for memorials that are progressed must be considered by an appropriate committee under delegated powers. All details including the inscription on any plaque are to be included to enable the committee to consider the full detail. The committee will check that the memorial is appropriate for the community and the environment and that it meets the requirements set out within this policy.
- 3.10 It is anticipated that an appropriate committee will be either Amenities Committee (for memorials on public open space) or the Highways Committee (for memorials adjacent to the highway). It will be the responsibility of the Clerk to refer the memorial request to the appropriate committee,
- 3.11 In the case of a committee refusing an application for a memorial there is no appeal process.
- 3.12 All plaques removed from a memorial when the memorial is removed will be stored securely by the Council.

#### **4. Memorial Benches**

- 4.1 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.

- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 Memorial plaques will be stainless steel and will be bought and engraved by the applicant. The Council reserves the right, through consideration at Planning Committee, to refuse a plaque if it feels the wording is inappropriate.
- 4.6 Second plaques will not be permitted on existing benches that already host a plaque.
- 4.7 The Council will advise the applicant of the planned maintenance requirements regarding 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.
- 4.8 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 stored by the Council and the bench will be considered under this policy as a new bench.
- 4.9 No additional mementoes will be permitted on or around the bench and no ashes or urns must be buried beneath the bench.
- 4.10 Any maintenance or adjustment by the applicant or a third party after initial installation of bench and/or plaque must be agreed by the committee that considered the original request.
- 4.11 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.
- 4.12 Should there be enough 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.

4.13 Once donated the bench becomes the property of the Council. The Council will deal with the necessary applications.

## **5. Memorial Trees (including Plants)**

- 5.1 Memorial plaques will not be permitted on or near trees. No additional mementoes will be permitted on or around the tree.
- 5.2 Trees will be chosen by the committee to fit into the planting scheme of the chosen area. A choice of trees and their cost will be provided to the applicant by the Council.
- 5.3 The planting of trees may not be possible in some locations.
- 5.4 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.
- 5.5 The Council will maintain the tree in line with its current maintenance programme.
- 5.6 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.
- 5.7 The Council will only plant trees during the winter months when they have the best chance of survival.

## **6. Ashes**

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

## **7. Other types of memorial**

- 7.1 Applications for other types of memorial will be considered on a case by case basis. Generally, memorials should be standard open space features (eg shrubs or gates) rather than additional sculptures or pieces of art.
- 7.2 This Council does not permit the erection of shrines on its land.

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