

MEMORIALS POLICY

Introduction

Haslingfield Parish Council (the Council) recognises that members of the community wish to remember loved ones with a memorial placed in public open space. Often this will be in the form of a living memorial (bulbs or a tree) or a bench, which not only honours their memory but provides a beautiful and functional improvement to the local environment.

The Council welcomes requests for memorials from the community. It must be recognised that the placing of memorials is often requested and there might not be the space for the type of memorial requested.

The Council will endeavour to manage all the memorials and to ensure that processes are in place for the mutual benefit of all.

1. General Statement of Policy

- 1.1 The Council will consider fully all requests for memorials.
- 1.2 Memorials will only be considered for people, not pets.
- 1.3 The Council will always endeavour to be respectful, sympathetic and fair towards those requesting memorials; to balance the needs of facility users and to maintain the high quality of its open spaces.
- 1.4 Requests will be accommodated wherever possible, at a site determined by the PC in consultation with the donor.

2. Memorial benches

- 2.1 Due to limited space on PC owned land in the village, it may not be possible to locate a site for a memorial bench.
- 2.2 Benches will be purchased by the Council from their approved supplier in consultation with the donor.
- 2.3 Benches will be of the type and colour agreed with the Council to be in keeping with the intended location.
- 2.4 All benches will be paid for by the donor before the bench is ordered from the approved supplier.
- 2.5 No additional mementoes, e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- 2.6 The Council accepts no liability for damage to any benches from vandalism, third parties or whilst the Council carries out routine maintenance around the bench.

- 2.7 The Council reserves the right to remove any memorial benches that have been damaged and deemed by the Council to be beyond economic repair.
- 2.8 The Council will maintain the bench in line with the current maintenance regime.
- 2.9 The Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of plaques will be the responsibility of the original donor.
- 2.10 Each year, the Council will review spaces for benches.

3. Living Memorials

3.1 Spring bulbs

- 3.1.1 Memorial bulbs may be planted on a regular basis, as needed at each specific site on Council owned land.
- 3.1.2 Donations can be made towards bulbs, which will be purchased by the Council.
- 3.1.3 Bulbs will be suitable, in-keeping with the immediate surroundings.
- 3.1.4 The donor will be informed when and where the bulbs will be planted. This decision may not be made at the time of the donation.
- 3.1.5 No plaques will be placed near the bulbs. Instead, information about the donor and the person being remembered will be included on the Council Memorial Map (see section 4).
- 3.1.6 No additional mementoes, e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bulbs.
- 3.1.7 The Council accepts no liability for damage to any bulbs from vandalism, third parties or whilst the Council carries out routine maintenance around the bulbs.

3.2 Trees

- 3.2.1 Due to limited space on PC owned land in the village, it may not be possible to locate a site for a memorial tree.
- 3.2.2 Trees will be purchased by the Council in consultation with the donor.
- 3.2.3 Trees will be suitable, in-keeping with the immediate surroundings and based on professional advice as to what species is best for the location.
- 3.2.4 All trees will be paid for by the donor before the tree is ordered.
- 3.2.5 No plaques will be attached to the tree. Information about the donor and the person being remembered will be included on the Council Memorial Map (see section 4).

- 3.2.6 No additional mementoes, e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the tree.
- 3.2.7 The Council accepts no liability for damage to any trees from vandalism, third parties or whilst the Council carries out routine maintenance around the tree.
- 3.2.8 The Council will maintain the tree in line with the current maintenance regime.
- 3.2.9 Each year the Council will review spaces for trees.

4. Memorial Map

- 4.1 The Council will maintain a Memorial Map, which will be available on the Council website.
- 4.2 If the donor wishes, the Map will contain the details of the donor and the person being remembered, as well as the date of the donation and the date of the memorial installation / planting.
- 4.3 If the donor wishes, details of the donation will also be included in the Council newsletter.

5. Costs

- 5.1 Costs will include any plaques with inscription, delivery, planting/installation costs (e.g. fixings, tree guard, paving or base at bench).
- 5.2 The Council can provide information about the cost of a bench or tree to the donor.
- 5.3 The cost of spring bulbs is not fixed and can be decided by the donor.

6. Installation / Planting

- 6.1 The arrangements for ordering and installing the bench, bulbs or tree will usually be made via the Clerk once the specification has been agreed with the applicant and the costs have been paid.
- 6.2 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree planting season.
- 6.3 Trees will normally be planted by the Council's approved contractor. However, applicants are welcome to be present at the tree planting and carry out a small ceremony if they wish.
- 6.4 No scattering of ashes of humans or pets will be permitted at any site.

7. Maintenance

- 7.1 The Council will only source high quality/durable benches and will endeavour to maintain and care for the memorial bench or tree. However, it cannot guarantee their condition.

- 7.2 Donors should be aware the benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any cost in replacing them.
- 7.3 The Council shall endeavour to maintain and care for a memorial bench or tree as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable or for other reasons.
- 7.4 No maintenance shall be carried out by the donor or a third party without agreement with the Council.

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