



Memorialisation Policy

Bayston Hill Parish Council supports the needs and principles of allowing memorial benches, trees and shrubs. The Council is mindful that its facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every year.

This policy will be made available to the general public and all applicants for an act of memorial, benches, trees and shrubs will be made available on our website.

OBJECTIVES OF THE POLICY

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its spaces, which will take account of the sometimes contrasting needs of a variety of users.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement. The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Location

The planting of Memorial trees and shrubs shall only be carried out between November and February to ensure the most efficient growing conditions.

Process

a. Only sites which do not already have a sufficient number of benches will be considered. This will be determined by any site-specific management plans or by the Parish Council.

b. Suitable locations within the Parish where people are likely to make good use of the bench will be considered. These will be areas which lack any seating nearby or are at a likely stopping point such as a particular view or rest point on a path. In addition, the location will be chosen to minimise maintenance and possible vandalism. Remote locations with poor access for maintenance and users will not be considered.

c. In locations where there will be several benches in the same area, no more than 50% will be offered considered as a placement for a memorial bench. This is to prevent the area taking on the ambience of a dedicated 'memorial garden' which may compromise the enjoyment of the space for general recreational activities.

d. The cost and life expectancy of the bench will depend on the type of bench and its location. To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque and surfacing in all cases. The donor's costs will include the bench, plaque, inscription, installation & surfacing, and, as the benches should require minimal maintenance, there will be a moderate 10 year 'up front' charge for this, included in the initial purchase price.

e. Retention of a memorial bench will be for the expected life period of the bench only, after which time it may be removed. Removed plaques will be offered to the original donor where practical (Donors must keep the Council updated on any changes of their contact details). Any replacement bench on that site would be treated in the same way as a new application for a memorial bench.

f. The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing built up algae and grime, removal of graffiti and repairing minor faults within resources available.

g. A standard written letter of agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form will be returned to the Council with payment in advance of the memorial bench being purchased & placed.

Applications

Once an application has been received it will be considered by Services Committee (or Full Council if appropriate). Their decision is final.

The Council reserves the right to remove any memorial benches, trees or shrubs that have been damaged and are in the view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council carries out routine maintenance in the park.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

Payment

Payment is required with every completed application form. The application form will be sent out once the type of memorial and location has been agreed.

Conditions

We reserve the right to plant trees, install benches or place memorial plaques where suitable, but will where appropriate accommodate requests.

Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, we reserve the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

We will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

A Tree Ledger Book is held in the Parish Office which records all memorial trees.

Scattering of Ashes

Requests to scatter ashes on Parish Council land will be assessed by the next Full Council meeting after the request has been made.

Reviewed by Services Comm	Sept 2022
Adopted by FC	Nov 2022
Review date	Sept 2023