

<b>DETAILS OF POLICY</b>	
Policy No	<b>KPC40</b>
Policy Title	<b>Memorial dedication policy</b>
Committee/Working Party Responsible	<b>Environment Committee</b>
Version	<b>1</b>
Adoption Date	<b>27.01.20</b>
Details of Revisions	

**The Policy**

Killamarsh Parish Council recognises the need to allow memorial benches, trees and shrubs on land in its ownership or care. The Council will ensure that the issue is managed and regulated for the mutual benefit of all. The policy will be regularly reviewed and proposed amendments shall be submitted to the Council for approval. This policy will be made available to the general public and all applicants for memorial benches, trees and shrubs will be issued with a copy.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin, executor or an organisation with the permission of the next of kin 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.

**1. LOCATION**

Land in the ownership of the Council is limited to Killamarsh Cemetery, Memorial Gardens, Westthorpe village green and Linear Park.

Other Land

Where the proposed site is on or near the road and subject to a licence from DCC/NEDDC or another highways authority, the Parish Council is prepared to consider to approve an installation of (or adopting) a bench where this is necessary to comply with the appropriate licence. The Parish Council will not accept any responsibility for benches placed on private land.

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

**2. MEMORIALS**

The Council will limit the number of memorial benches so that they shall not detract from their prime purpose. Benches should be placed where they contribute to the street scene, but must not cause an obstruction to the footway. New benches must match existing seat styles and materials and be in a style that suits the area. The Council reserves the right to refuse applications on this basis.

Subject to there being a suitable location, Killamarsh Parish Council can offer the following memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench (only one plaque per bench)
- Plaques

The Council shall specify the type of benches, trees and shrubs to be installed/planted to be in keeping with the intended location. Plaques shall be no larger than 20cm x 6cm.

### **3. MEMORIAL DEDICATION PERIOD**

The bench is to be donated to the Parish for its lifetime. The bench will be removed by the Council and not be replaced when it is unsafe and beyond economical repair.

### **4. INSCRIPTIONS FOR BOTH BENCH & TREE PLAQUES**

Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

The wording on the plaque must be approved by the Environment Committee of the Parish Council.

### **5. PROCESS**

Once an application has been received and location agreed by the Environment Committee, the Parish Council Officers shall arrange for the purchase and planting/installation of the preferred memorial.

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

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

Please be mindful that the bench will become the responsibility of the Parish Council and it must be available for people to sit on. Flowers, soft toys or memorials of any kind must not be attached to the bench at any time. These shall be removed without reference to the original applicant.

### **6. PAYMENT**

The application form should be signed by the donor and paid prior to installation. Cheques should be made payable to Killamarsh Parish Council. Payment can be arranged by bank transfer/card if the donor so wishes.

Where the bench is installed under the terms of licence from DCC/NEDDC or another authority, the donor will be responsible for any additional costs.

### **7. CONDITIONS**

The Council reserves 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.

The Council will maintain responsibility for the memorial and associated plaque during its lifespan. This will include any preservation, treatment and minor repair works.

**KILLAMARSH PARISH COUNCIL MEMORIAL DEDICATION APPLICATION FORM**

Subject to there being a suitable location, Killamarsh Parish Council can offer the following Memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench

Applicant Name	
Applicant Address	
Applicant Telephone No	
Applicant Email	

The Council shall specify the type of benches, trees and shrubs to be installed/ planted to be in keeping with the intended location.

	Cost	Quantity
Bench	POA	
Tree	POA	
Shrub	POA	
Bronze Plaque 20cm x 6cm, supplied and fitted	POA	
Additional lineage, subject to conditions	POA	

All memorials are the responsibility of the Council for the duration of their lifespan. Following this time, the bench will be removed and any memorial plaques shall be retained and may be collected by the applicant.

Cheques should be made payable to Killamarsh Parish Council. Payment can be arranged by bank transfer/card if the donor so wishes.

Dedication Details

Location Details	
1 <sup>st</sup> Preference	
2 <sup>nd</sup> Preference	
3 <sup>rd</sup> Preference	

We cannot guarantee your first preference location.

Killamarsh Parish Council cannot be held responsible for loss or damage to the Memorial Dedication once it is in place.

Signed..... Date.....

Office Use Only

Date application received	
Application reference number	
Payment received in full	Yes / No
Date of Environment Committee	
Date of FPC meeting	
Minute number of resolution	
Approved	Yes / No
Memorial ordered	
Memorial installed	