



## **Dormansland Parish Council**

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# **Dormansland Parish Council**

## **Memorial Asset (bench, planter, tree) Policy**

### **November 2022**

# Memorial Asset Policy

## **1 Purpose**

This document formalises how parishioners can apply for a commemorative asset to be located in the village.

## **2 Scope**

Dormansland Parish Council recognises the wish for memorial benches, planters and trees to be erected to remember loved ones and will consider requests for these to be erected within the Parish.

To consider requests fairly and sympathetically and to ensure all parishioners understand how to apply for a commemorative asset in the village.

To establish responsibility for the asset, including maintenance, inspection, repair and replacement.

## **3 General**

- 3.1 The content of this policy covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.
- 3.2 The Parish Council will only permit memorial assets to individuals or in exceptional circumstances a historical event. Applications for memorials to pets will not be considered.
- 3.3 Memorial assets will include benches, planters, trees, where there is space within the village.
- 3.4 The Parish Council will limit the number of assets on land within the Parish.
- 3.5 The applicant will be responsible for all costs incurred, including the purchase, installation and land preparation of the asset.
- 3.6 Applications must be submitted using the form at the end of this policy and emailed to the clerk. Decisions will be made by the full council at their next available meeting. The clerk will notify all applicants after the meeting of the decision made.
- 3.7 The council will decide on the style of bench, planter and type of tree depending on the location and space available. Any memorial plaque

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will be fitted to the asset where possible. The text for the plaque must be approved by the Parish Council in advance.

- 3.8 The Parish Council will consider each application on an individual basis and will aim to accommodate the wishes of all applicant(s) but it may limit the number of memorial assets in a particular area.
- 3.9 All installation of assets will be in accordance with the details provided on the application form and by an approved contractor following H & S compliance at all times.
- 3.10 The Parish Council accepts no liability for damage to any memorial asset. Any damage will be reported to the applicant who will have a minimum of 8 weeks to repair/replace. If the asset is deemed unsafe, the parish council will have the right to remove the asset and will inform the applicant of the damage.

## 4 Ownership

- 4.1 The Parish Council will include all assets on its register for insurance and will carry out routine Health and Safety inspections, however, the asset will remain the ownership of the applicant. The Parish Council reserves the right to remove or re-site memorial assets at any time.
- 4.2 The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations (GDPR). It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to the memorial asset being removed without further notice.

## 5 Installation

Installation of any memorial asset must be approved by the Parish Council.

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## Application for a memorial asset to be placed in a public area for the natural life expectancy – Agreement between Dormansland Parish Council and

Applicant name: .....

Applicant address: .....

.....

Email address: .....

Contact number: .....

The application is for a memorial asset to be placed at:

.....

Your asset is (if a tree, include preferred species):

.....

If your asset is to have a commemorative plaque the wording is to say the following:-

.....

.....

Fee enclosed £ .....

The Parish Council will be responsible for the asset for the period of its natural life (approximately 15 years). Once the asset has reached the end of its natural life, the asset and plaque may be removed. A request to purchase a replacement can be made at the appropriate time. The Parish Council does not accept responsibility for repair or replacement arising from theft or vandalism.

I understand and agree to the conditions of the policy and agree for my details to be held by Dormansland Parish Council for the purposes of this scheme and in line with Dormansland Parish Council's Privacy Notice.

Signature: ..... Date: .....