



## **FOWLmere PARISH COUNCIL**

### **MEMORIAL POLICY (NOT CEMETERY) COVER PAGE**

**This Memorial Policy (not cemetery) was adopted by Fowlmere Parish Council on 17th July 2018.**

<b>Review Date</b>	<b>Reviewed by</b>	<b>Review accepted by Full Council</b>
16th May 2023	Full Council	16th May 2023
21st May 2024	Full Council	21st May 2024
20th May 2025	Full Council	20th May 2025
next review May 2026		



# Memorial Policy

---

## Introduction

Fowlmere Parish Council recognises the wish of many residents to remember loved ones with a memorial in a public park or green space.

We are happy to accommodate requests for memorials in most cases, but it is important to remember that green spaces are enjoyed by a wide range of residents and visitors. The Parish Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all.

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To ensure the park/open space primary recreational purpose is not compromised and ensure the highest quality of their appearance is maintained
- To establish responsibility for the maintenance repair and replacement of memorials

The policy will ensure that memorials:

- Have permission from the family of the deceased.
- Are in keeping with the surrounding area, and will not cause offence to others.
- Are positioned so as to maximise the benefit to the whole community.

This policy only relates to green spaces within the village boundary that are owned or managed by the Parish Council. Applications for memorials at the cemetery will be considered under the cemetery terms and conditions.

All applications for memorials should be made in writing to the Parish Council, including details of the specific area, their or the deceased's relationship with it, and the type of memorial being proposed (including supporting photographs or pictures).

All memorials must be paid for by the applicant once approval is given in writing from the Parish Council.

The Parish Council will attempt to accommodate requests, but there are limited areas appropriate for tree planting or other memorials within the village and it will be necessary to limit the number of memorials in any particular area. Applications for memorials to pets will not be permitted.

The Parish Council have a responsibility for the safety of those who use our open spaces, in which memorial benches and trees might be located. In the event that a memorial becomes unsafe or unserviceable we will endeavour to contact you to discuss a way forward. However in the event of storm damage, decay or vandalism or another act which renders the memorial a danger to property or people we may need to take urgent action without notice to make safe or remove a memorial. In this event we will contact you to advise of our action and cause and work out a way forward.



It is our intention to maintain contact regarding maintenance and condition with memorial correspondents and we ask that you update us should your contact details change.

### Memorial Benches

Applications for either new or replacement benches will be considered.

The installation of a plaque on an existing bench will not be permitted. Plaques may be placed on new benches at the time of installation and the wording approved by the Parish Council.

New benches must be made of a hard wood, metal or cast iron.

The delivery and installation of the bench will be the responsibility of the applicant.

All benches must be placed on a concrete base, the installation of which will be the responsibility of the applicant, but must be carried out by one of the Parish Council's approved contractors.

Contractors installing a bench must take care not to damage the surrounding area with vehicles and equipment. The applicant will be liable for any damage that occurs.

The Parish Council accepts no responsibility to maintain benches, and these will fall outside of other maintenance contracts. Maintenance will remain the responsibility of the applicant at all times.

No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any bench.

### Memorial Trees

Trees will be need to be chosen to fit in with the existing planting scheme of the area and will have a mature height of no greater than 6m.

The choice of tree will need to be clearly named on the application, along with its expected growth and spread over time. Fruit trees will only be considered in designated orchard areas. The source and supplier of the tree would be subject to review and approval in order to avoid the introduction of disease to the existing tree stock.

The planting of trees may not be possible in some areas.

The planting of the tree will be the responsibility of the applicant and must take place during planting season (Mid November to Early March). The initial "watering in" of a tree shall be the responsibility of the applicant.

Contractors installing a tree must take care not to damage the surrounding area with vehicles and equipment. The applicant will be liable for any damage that occurs.

The Parish Council will take over the maintenance of the tree, however will not be liable for the replacement of old or diseased trees. A one off token payment of £100 shall be made to the Parish Council at the time of installation to go towards future maintenance costs.



If a tree dies or is damaged within 10 years of planting, the applicant will be given the opportunity to replace it at their cost.

No additional mementos such as flowers, statues or vases will be permitted alongside any tree, however, spring bulbs may be permitted around the base if planted at the same time as the tree.

If a plaque is requested, it should be staked into the ground within 20cm of the base of the tree and installed at the same time as the tree. The design and wording of this will be subject to approval by the Parish Council.

## **Other Types of Memorial**

Applications for other types of memorial will be considered on a case by case basis. Generally, memorials should be general park features such as benches, trees, shrubs, gates, play equipment. However contributions to causes/larger Parish projects in memory of a loved one could also be accommodated.

This policy will be reviewed on an annual basis.