



## Policy for Memorials in Public Spaces

Boxted Parish Council recognises the wish for memorial plaques in public spaces. The Parish Council will consider requests on an individual basis.

The open spaces are enjoyed by a wide range of residents and visitors. The memorial plaque and tree application process is managed and regulated for the 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 recreational use of open spaces is not compromised and ensure the quality of their appearance is maintained

### Terms and Conditions

- The Parish Council has the right to limit, in both location and number, the types of memorial in any one area
- The appropriate donation must be received before the installation of any memorial takes place.
- The Parish Council does not accept applications for memorials for pets,
- The Parish Council is unable to agree to the interment or scattering of ashes at public open spaces within the parish.

### Memorial Plaques

The Parish Council will consider requests for placement of a memorial plaque on an existing bench. As benches have been provided through public funds a charge, which includes a donation of £350 towards the original purchase and future maintenance of all benches plus the installation cost of the plaque, will apply. The donation is not allocated for maintenance of any specific bench. Note that the donation may be reduced or waived at the discretion of the Council.

1. An enquiry should be completed and sent to the Council, preferably by email [boxtedparishcouncil@gmail.com](mailto:boxtedparishcouncil@gmail.com) or by post.
2. A maximum of 3 memorial plaques may be attached to each bench (one memorial per applicant). Plaques must be brass and a maximum of 4" x 2" (see appendix for suitable).
3. The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed. The inscription must include the date of manufacture in the bottom right hand corner.
4. The applicant will be responsible for delivering the memorial plaque to the Parish Council Clerk once the wording and font have been agreed in writing by the Parish Council.
5. Memorial plaques will be installed on bench by the Parish Council.
6. No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers.
7. The Parish Council reserves the right to remove or re-site a memorial plaque ten years from installation or sooner if the plaque is in a poor state of repair or the bench is no longer considered safe or fit for purpose.



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8. The Parish Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available. The Parish Council is not responsible for the maintenance of memorial plaques.
9. Memorial plaques must not be removed, or inscriptions amended without the written approval of the Parish Council.
10. The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the enquiry form will be informed. The donor will be asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.
11. The Parish Council retains the right to re-site a plaque should this become necessary.
12. The Parish Council accepts no liability for damage to benches or plaques by a third party.
13. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.

### Memorial Trees

The planting of memorial trees may be permitted. However, due to large numbers of existing trees and dependent on the level of demand, the planting of trees may not always be possible.

1. The species of tree will be a native variety and will be at the discretion of the Parish Council, chosen to enhance the planting scheme of the specific area.
2. Trees will be planted during the autumn and winter planting season by the Council, but the applicant and family members may be present and assist if practicable and desired.
3. The total donation toward the cost and care of the tree will be £350 to include the tree, planting, stakes, guards and pruning. The applicant will be asked to make the donation to the Parish Council before the tree is ordered. Note that the donation may be reduced or waived at the discretion of the Council.
4. The tree will be solely owned by the Parish Council and the plaque will remain in place for a maximum of 10 years unless it is in a poor state of repair.
5. The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed. The inscription must include the date of manufacture in the bottom right hand corner. Please liaise with the Council for the specification of permitted plaques and size for memorials for trees.
6. The applicant will be responsible for ordering and delivering the memorial plaque to the Parish Clerk, once the wording and font have been agreed in writing by the Parish Council.
7. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to the Council being unable to give you notice if your plaque needs to be moved/removed.
8. No additional mementos such as cut or plastic flowers, flowers in pots, statues or vases will be permitted alongside any tree. The Parish Council reserves the right to remove any such



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mementos or flowers. However native spring bulbs may be planted around the base of the tree, with the Council's permission and agreement as to type.

9. Boxted Parish Council will not accept responsibility or liability in respect of any damage to or loss of a memorial tree or plaque whatever the circumstances. Including damage caused by a third party.
10. If the memorial tree is vandalised or does not thrive the Parish Council may help the applicant to replace the tree.

If you have any queries or need further information, please don't hesitate to contact the Parish Clerk at [boxtedparishcouncil@gmail.com](mailto:boxtedparishcouncil@gmail.com)

### Appendix

Example brass bench plaque (4" x 2")

