

## **Memorial Benches, Plaques and Trees**

Over Parish Council recognises the wish for memorial benches, plaques and trees as a fitting tribute or memorial to a loved one.

The Parish Council will consider each application on an individual basis. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area. The applicant may request a particular siting for the memorial bench, plaque, or tree but the final decision will be that of the Parish Council.

### **Memorial Benches**

Purchase of a memorial bench will be for the expected life period of the bench which is approximately 20 years. The Council has approved styles of bench depending upon location. The cost will include the bench, installation and surfacing and will be advised to the applicant by the Parish Clerk.

### **Memorial Plaques**

Memorial plaques for benches will be fitted in the centre of the upper most slat of the back of the bench. Information about suitable size, material and detail is available from the Parish Clerk. A 1cm margin above and below the plaque on the slat to which it is attached is necessary for health and safety purposes.

The inscription must be submitted to the Parish Council for approval. Should the wording be refused, we will work with you to agree an amended option.

The applicant is responsible for supplying the plaque. The Parish Council will fit the plaque.

Applications for placing a plaque on an existing bench will be considered on the provision that the bench is in good condition. The cost represents a contribution towards the original purchase of the bench, together with installation costs and is £350 for a 20-year period.

### **Memorial Trees**

The Parish Council has very few sites that are suitable for additional trees therefore opportunities to place memorial trees will only arise from time to time. The cost will cover the tree, installation, maintenance, staking and protection as required and is £250.

The Parish Council will approve particular types of trees depending upon location. Unfortunately, we cannot guarantee to replace a tree that dies or is vandalised so badly that it cannot survive.

Memorial plaques for trees will be sited at the base of the tree for a 20 year period.

### **General Terms and Conditions**

Full payment must be made to the Parish Council before the memorial bench, plaque or tree is placed.

A dedicated bench or tree is placed for all users of an area and is not the property of the donor.

Floral tributes or any other memorabilia are not permitted to be left on or at memorial locations as they may compromise the enjoyment of the space for general recreational activities or quiet contemplation.

The Parish Council will only permit memorials for people, not for pets.

## Memorial Benches, Plaques and Trees

The Council's standards of maintenance will be accepted as keeping the bench or plaque fit for purpose. This will involve the removal of graffiti and repairing minor faults within resources available.

The Parish Council accepts no responsibility or liability if a memorial bench, plaque, or tree is damaged, vandalised or stolen and may not be able to replace the bench, plaque or tree in this event.

The Parish Council reserves the right to remove or re-site memorial benches, plaques, or trees at any time.

The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

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To be completed by the applicant(s):

Memorial Requested	
Preferred Location	
Applicants Contact Details	

I/We understand and agree to all the conditions above.

I/We agree to being contacted by and having my/our details held by Over Parish Council for the purposes of the memorial policy and in line with the Parish Council's Privacy Notice.

Signature(s).....

Date .....

Thank you for completing the form – Please do not make any payments at this stage.

The Parish Clerk will liaise with you to discuss your request.