



Bothenhampton & Walditch

Parish Council since 1886

BOTHENHAMPTON & WALDITCH PARISH COUNCIL

MEMORIAL BENCHES AND TREES

Reviewed and adopted 13th June 2022

Cllr Jim Basker

Parish Council Chairman

POLICY FOR THE DONATION OF MEMORIAL BENCHES AND TREES

INTRODUCTION

Bothenhampton and Walditch Parish Council supports the general principle of allowing memorial benches or trees within the villages and is mindful that these facilities are enjoyed by a wide range of people.

Through this policy the Parish Council will try to ensure that such facilities are appropriate and are regulated and managed. This Policy will be reviewed periodically and will be made available via the Parish Council's website to the general public and all applicants for memorial items.

THE POLICY

The Parish Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the provision and management of these facilities, which takes account of the contrasting needs of a variety of users. The policy will also seek to ensure that memorial benches have a common appearance, style and size which are appropriate for their location and will not cause offence to others.

The policy will establish responsibility for provision, maintenance, repair and replacement.

LOCATION

The Parish Council is aware that the extent of land suitable and available for the provision of such benches and trees is limited and that much of the open space within the parish is not under its control.

The Parish Council will limit the number of memorial benches in particular areas so that they do not detract from the prime purpose of the site. The Parish Council reserves the right to refuse applications on this basis.

Although the Parish Council will attempt to accommodate the wishes of applicants, memorial benches and trees will be positioned to maximise the benefit to the parish community and the local environment.

MEMORIALS

The Parish Council shall specify the type of bench to be installed so as to ensure that the overall environment and street scene of the Parish is safeguarded.

The choice of tree will be subject to the approval of the Parish Council, in order to ensure that they are appropriate to their location. The planting of memorial trees shall only be carried out between November and February to ensure the most efficient growing conditions.

Requests for any other type of memorial e.g. statues, ornaments, shrubs, bushes, plaques will not be considered.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation will be permitted on or around the item. These will be removed without reference to the original applicant.

The Parish Council will not grant applications for memorials to pets.

TEN YEAR LIFE

Benches are considered to have a 10-year life. Such a period may be renewed after this period if the applicant wishes and the Parish Council agrees. The fee covers the purchase, delivery and installation of the bench, together with the ongoing repair and maintenance for the 10-year period.

At the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. The Parish Council reserves the right to remove any bench or tree which in its opinion is damaged or beyond economic repair.

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 plaques shall be secured by a central pointed fixing.

The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death. If another inscription is preferred this will be considered by the parish council on an as and when basis.

PROCESS

Once an application and fee have been received and location agreed, the Parish Council will arrange for the purchase and planting / installation of the preferred memorial.

The Parish Council accepts no liability for damage to any memorial item from vandals, third parties or whilst routine maintenance is being carried out.

PAYMENT

Payment is required with every completed application form. Cheques should be made payable to Bothenhampton and Walditch Parish Council.

CONDITIONS

The Parish Council reserves the right to plant trees or install benches on its own land where suitable, and will, where appropriate, accommodate requests. Once planted/installed, the tree or bench cannot be repositioned or removed from the site*.

However, should an item become unsafe, the Parish Council reserves the right to remove it immediately in the interest of health and safety until repairs or replacement can take place. The Parish Council will maintain responsibility for the bench and associated plaque during the 10-year life. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

* The Parish Council reserves the right to remove or reposition a bench and will notify the applicant of this and the circumstances for the removal or reposition.

BOTHENHAMPTON AND WALDITCH PARISH COUNCIL

APPLICATION FOR A DEDICATED MEMORIAL BENCH OR TREE

Submit applications via the website at bothenhamptonwalditchparishcouncil.com and/or email the Parish Clerk on clerk@bothenhamptonwalditchparishcouncil.com

Applicant details:

Full name

Address

Email

Important: Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication

Please complete the following sections for your chosen dedicated memorial:

Dedicated Memorial (Please tick relevant box):

Memorial bench with plaque	£1,250	<input type="checkbox"/>
Memorial bench without plaque	£1,220	<input type="checkbox"/>
Memorial tree with plaque	£400	<input type="checkbox"/>
Memorial tree without plaque	£370	<input type="checkbox"/>

Prices will be reviewed annually

Inscription for plaque: (PLEASE PRINT)

BENCH PLAQUE (3 lines of narrative)

In (Loving) Memory of (delete as applicable)
.....
.....

TREE PLAQUE (3 lines of narrative)

In (Loving) Memory of (delete as applicable)
.....
.....

Preferred location for bench or tree.....

Data Protection Act:

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Parish Council so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

Signed: Date:

Print: Name.....

For Office Use only

Fee Received	<input type="checkbox"/>
Location Approved	<input type="checkbox"/>
Memorial Installed	<input type="checkbox"/>
Expiry Date	<input type="checkbox"/>