

NOTTON PARISH COUNCIL MEMORIAL POLICY

Notton Parish Council recognises that villagers may wish for a memorial bench or specimen tree on land owned by the village trust and will consider any such applications.

The Parish Council will consider any requests on an individual basis and retains the right to refuse or limit the number of benches/specimen trees.

OBJECTIVES

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial.
- To establish responsibility for the maintenance, repair and replacement of any memorial.
- To ensure that memorial benches or trees are not out of place in the area in which they are situated

PROCESS

1. Parish Council may limit the number of memorial benches/trees on land which it controls.
2. All applications for memorial benches/trees must be made in writing and signed by the donor. Applicants must provide information about the manufacturer, preferred style/type of bench/tree, preferred location, product code and cost.
3. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench/tree and plaque and the installation.
4. The Parish Council will consider each application on its merits. Whilst the Parish Council will not automatically expect a uniform style of bench in any one location, Parish Council may choose to require it.
5. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as the application is made to site the memorial bench/tree. Memorial plaques for benches will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most lath of the back of the bench.
6. The applicant may request a particular siting for the memorial bench/tree, but the final decision will be that of the Parish Council
7. 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.

8. The installation of a memorial bench/tree shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council notified on the application form. This is to ensure compliance with both Health & Safety and insurance requirements.

9. The Parish Council accepts no responsibility if a memorial bench/tree is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, NVHMC may arrange for the removal of the item.

10. The Parish Council will not be responsible for any maintenance of any memorial bench.

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

12. Applications for memorials to pets will not be considered.

13. Memorials will be limited to benches/specimen trees. No additional mementos (e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted, around or near the memorial. These will be removed and disposed of without reference to the original applicant(s).

Adopted by The Parish Council June 2026