



LONDON COLNEY PARISH COUNCIL

MEMORIAL POLICY

London Colney Parish Council supports the needs and principles of allowing memorial benches, and trees in its open spaces. The Council is mindful that these facilities are enjoyed by a wide range of people and therefore the Council will ensure that the issue is managed and regulated for the mutual benefit of all through this policy.

The purpose of this policy is to ensure a clear, measurable and sympathetic approach to the management of our open spaces is adopted which takes account of the needs of all users.

The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every two years and proposed amendments shall be submitted to the Environment & Neighbourhood Committee Council for approval.

This policy will be made available to the public via the parish council's website and all applicants for memorial benches and trees will be issued with a copy.

OBJECTIVES OF THE POLICY

The Council is seeking to ensure it is adopting a clear, measurable, and sympathetic approach to the management of its open spaces, which will take account of the sometimes-contrasting needs of a variety of users. The policy will also ensure that only memorial benches and trees are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair, and replacement. The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Location

The Council cannot guarantee a location for your memorial but will liaise with the applicant prior to any planting to ensure that a suitable location is agreed. The planting of Memorial trees shall only be carried out between November and March to ensure the most efficient growing conditions.

Memorials

London Colney Parish Council offers memorials within its open spaces, which include the following:

- Memorial tree with or without a plaque (subject to availability)
- Memorial bench with plaque (subject to availability)

Memorial benches and trees shall be positioned to maximize the benefit and development of the park, but the Council will attempt to accommodate the wishes of the applicants. The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the open

space. Therefore, the size and location of the park shall limit the number permitted. The Council reserves the right to refuse applications on this basis.

The Council shall specify the type of benches or trees be installed/planted to be in keeping with the intended location. The Council's tree policy encourages the planting of indigenous British species of trees.

Lease Period

All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery, and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.

Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. The 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 mounted on a plaque located at the base of the tree.

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.

Process

Once an application has been received, agreed by a Council meeting and the location agreed, the Council shall arrange for the purchase and planting/installation of the preferred memorial.

The Council reserves the right to remove any memorial benches or trees that have been damaged and are in the view of the Council beyond economical repair. The Council accepts no liability for damage to any memorial benches or trees from vandals, third parties or whilst the Council carries out routine maintenance in the park.

The Council will not grant applications for memorials to pets.

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

Payment

Payment is required once the application has been agreed at a Council meeting.

Conditions

London Colney Parish Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.

Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, London Colney Parish Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

London Colney Parish Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

Please contact London Colney Parish Council on 01727 821314 or e-mail: info@londoncolney-pc.gov.uk for more information on availability and prices of memorials.