

Ashurst and Colbury Parish Council

Memorials in Public Spaces

Ashurst and Colbury Parish Council recognises the wish for memorial plaques in public spaces. Requests will be considered on an individual basis.

The memorial plaque and tree application process is managed and regulated for the benefit of all.

1. Aims and Purposes of the Policy

- 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.
- To ensure that memorial benches / trees are not out of place in any area that they are installed.

2. Terms and Conditions

- 2.1 The Parish Council has the right to limit, in both location and number, the types of memorial in any one area.
- 2.2 The appropriate donation must be received before the installation of any memorial takes place.
- 2.3 The Parish Council does not accept applications for memorials for pets.
- 2.4 The Parish Council is unable to agree to the interment or scattering of ashes at public open spaces within the parish.
- 2.5 The proposed inscription on any plaque must be approved by the Parish Council before an order is placed.
- 2.6 Memorials will only be considered if the deceased was resident in the parish at the time of passing. In exceptional circumstances this condition may be overlooked but it is at the discretion of the Parish Council.

3. Memorial Plaques on Existing Benches

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 £200 towards the original purchase and future maintenance of the bench plus the installation cost of the plaque, will apply.

- 3.1 An application form should be completed and sent to the Clerk, by email parishclerk@ashurstandcolbury-pc.gov.uk or by post.
- 3.2 A maximum of 3 memorial plaques may be attached to each bench (one memorial per applicant). Plaques must be brass and 4x2 inches.
- 3.3 The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed.
- 3.4 The applicant will be responsible for delivering the memorial plaque to the Parish Clerk once the wording and font have been agreed in writing by the Parish Council.
- 3.5 Memorial plaques will be installed on bench by the Parish Council.
- 3.6 No additional mementos such as flowers, statues, vases or trinkets will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers without notice.
- 3.7 The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench, or plaque is in a poor state of repair or 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.
- 3.8 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.

- 3.9 Memorial plaques must not be removed or inscriptions amended without the written approval of the Parish Council.
- 3.10 The Parish Council accepts no liability for damage to benches or plaques by a third party.
- 3.11 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.

4. Memorial Plaque and New Bench

The Parish Council will consider requests for placement of a new memorial bench and plaque. A charge of £1000 covering purchase, installation and future maintenance of the bench and plaque, will apply. Once placed the bench will become the responsibility of the Parish Council.

- 4.1 An application form should be completed and sent to the Clerk, by email parishclerk@ashurstandcolbury-pc.gov.uk or by post.
- 4.2 Plaques must be brass and 4x2 inches.
- 4.3 The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed.
- 4.4 The type and style of bench will be of a similar style to others in the vicinity.
- 4.5 The applicant will be responsible for delivering the memorial plaque to the Parish Clerk once the wording and font have been agreed in writing by the Parish Council.
- 4.6 Memorial plaques will be installed on the bench by the Parish Council.
- 4.7 No additional mementos such as flowers, statues, vases or trinkets will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers without notice.
- 4.8 The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench, or plaque is in a poor state of repair or 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.
- 4.9 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.
- 4.10 Memorial plaques must not be removed or inscriptions amended without the written approval of the Parish Council.
- 4.11 The Parish Council accepts no liability for damage to benches or plaques by a third party.
- 4.12 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.

5. Memorial Trees

The planting of memorial trees may be permitted within the Recreation Ground at Whartons Lane and is at the discretion of the council. However, due to large numbers of existing trees and dependent on the level of demand, the planting of trees may not always be possible.

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 The tree will be solely owned by the Parish Council.

- 5.5 The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed. Please liaise with the Council for the specification of permitted plaques and size for memorials for trees.
- 5.6 The applicant will be responsible for ordering and delivering the memorial plaque to the Parish Office once the wording and font have been agreed in writing by the Parish Council.
- 5.7 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.
- 5.8 No additional mementos such as flowers, statues, vases or trinkets etc. will be permitted alongside any tree. The Parish Council reserves the right to remove any such mementos or flowers. However native bulbs may be planted around the base of the tree, with the Council's permission and agreement as to type.
- 5.9 The 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.
- 5.10 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 contact the Parish Clerk on 07510 371440 or email parishclerk@ashurstandcolbury-pc.gov.uk.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Application Form

Please complete and return to: The Clerk, Ashurst and Colbury Parish Council, via email parishclerk@ashurstandcolbury-pc.gov.uk or post to, 3 Kimberley Close, Pretoria Road, Hedge End, SO30 0BH.

Contact Details (Please supply your contact details below)

Name:	
Address:	
Telephone:	
Email:	

Memorial Type (Please tick as required)

Memorial Plaque on Existing Bench - £200	
Memorial Plaque on New Bench - £1000	
Memorial Tree and Plaque - £350	

Memorial Plaque

Name on Plaque:	
Full Inscription: (Max of 75 characters)	
Font:	
Please explain yours or the deceased's link to the parish of Ashurst and Colbury	

I agree to abide by the Terms and Conditions as set out in Ashurst and Colbury's Memorials Policy.

Signed: _____ Date: _____

Print Name: _____