

**Introduction:**

The content of this policy will be revised as necessary to meet changing circumstances.

For the purposes of this policy memorials are defined as “Monuments and other fixed permanent monuments dedicated to events, groups or individuals.”

Puddletown Area Parish Council (the Council) supports the principle of memorials within the parish but is mindful that these facilities are enjoyed by a wide range of people and placed in the right location for everyone to appreciate.

The Council will not consider memorials for pets.

**1. The purpose of this policy**

- 1.1. The Council occasionally receives requests from the public, who wish to place a memorial within the parish. These are often within places with which individuals or families have a particular connection or special relationship. The aim of this policy is to demonstrate:
- How the Council will consider such requests.
  - What is expected of the donor and the Council.
  - To be respectful, sympathetic, and easily understood.
  - To balance the sometimes-contrasting needs of a variety of users.
  - To maintain and enhance the high-quality appearance of sites and not detract from their prime purpose.
  - To clearly establish the responsibility for maintenance, repair and replacement of memorials.

**2. Legal framework**

- 2.1. The Council can only consider applications for memorials to be placed / planted on land in the Council’s ownership. The Council may support applications for benches to be placed on the public highway, but permission must be sought from the local Highways authority, Dorset Council.
- 2.2. Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable if it may attract antisocial behaviour.
- 2.3. When the Council agrees to an inert memorial, the memorial will be bought by the friends and family and donated to the Council, after consultation with the Council on memorial design. Once the memorial is installed it then becomes the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless strive to ensure it is properly maintained and cared for.
- 2.4. When the Council agrees to a planted memorial, the memorial will be bought by the friends and family and donated to the Council, after consultation with the Council on plant species. Once the memorial is planted, after 2 years, it then becomes the property of the Council, and the donor does not retain any right to determine its future management. [The donor is responsible for the maintenance / care of the planted memorial within the first 2 years, however, must notify the Council of any intended work.](#) The Council will strive to ensure it is properly maintained and cared for after the first 2 years.
- 2.5. Usually, installing a bench will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Council is unable to install benches for such reasons.
- 2.6. All contractors used must conform to relevant Council Policies and supply a copy of their public liability insurance before any work commences.

### **3. Determining requests**

- 3.1. Applications for a memorial should be made by completing and signing the application form, available at the end of this policy. The application form should be accompanied by a plan or photograph, clearly showing the desired location for the memorial.
- 3.2. Requests will be considered by the Council at its next practicable Full Council meeting.
- 3.3. Requests may not be approved if the location is unsuitable, due to the risk of vandalism, anti-social behaviour, overcrowding of trees or benches, or any other material factors.
- 3.4. The Council will stipulate the style of bench to be installed to ensure that all benches are sympathetic to the surroundings. All benches are to be installed on a concrete plinth to increase the lifespan of the bench. The bench may be installed on an existing vacant concrete plinth.
- 3.5. Once Council has approved the request in principle, a small working party of councillors will endeavour to meet with the donor to consider the location, the design and / or the plant / tree species.
- 3.6. The Council will liaise with the donor regarding a donation to the Council, if believed necessary for future maintenance.
- 3.7. Tree planting will usually only be permitted between late autumn and early spring, in line with the optimum planting season. Appropriate tree guards should also be installed to protect the tree from wildlife at the donor's cost.
- 3.8. Scattering of ashes requires the prior written permission of Council. Such requests must be made in writing and will be referred to the next practicable Council meeting. Burial of ashes is not permitted.
- 3.9. The inscription on any memorial plaque (for benches) will be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.
- 3.10. Memorial plaques on benches must be of brass, with engraved lettering, of landscape orientation and must not exceed 11cm X 7.5 cm. It is the responsibility of the donor to purchase and install any memorial plaque before the bench is installed. Brass screws of an appropriate size are to be used to attach the plaque to the bench. It is advisable to use non-return security screws to prevent theft of the plaque. The plaque is to be fixed to the centre of the backrest of the bench.
- 3.11. As an alternative to a brass plaque, any memorial inscription may be etched into the centre of the backrest. The inscription must be placed centrally.
- 3.12. Memorial plaques are not permitted on trees on council property.
- 3.13. The Council will give priority to residents of Puddletown Area Parish. (Athelhampton, Burleston, Puddletown and Tolpuddle).

### **4. Donation**

- 4.1. All tree planting **MUST** be carried out by a contractor approved by Council. The donor is responsible for researching / contacting the contractors and is responsible for all associated cost.
- 4.2. The donor is responsible to pay the supplier(s) for the cost of the memorial and any related structure or item required. (Including delivery and installation costs and also, the laying of an appropriate concrete plinth).
- 4.3. A contribution for future maintenance costs will be agreed between the donor and the Council before any installation takes place. The donation will cover the following:
  - 4.3.1. Annual inspection of the memorial to determine whether any repairs or maintenance is required;

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- 4.3.2. Any cleaning deemed necessary by the Council to remove excess dirt or growth such as moss and lichen as deemed appropriate, and may not take place immediately;
- 4.3.3. Any repairs will be undertaken as identified and required unless the memorial is no longer viable;
- 4.3.4. Insurance costs.

**5. Maintenance**

- 5.1. The Council will endeavour to maintain and care for memorials; however, it cannot guarantee their condition.
- 5.2. Donors should be aware that benches or young trees in public areas may be subject to vandalism or theft, and that the Council will not be held responsible for any costs in repairing or replacing them.
- 5.3. The Council shall endeavour to maintain and care for a memorial for as long as possible. However, it reserves the right to re-site or remove any memorial that it deems to be unsafe, beyond repair or for other reasons.
- 5.4. The Council reserves the right to install a replacement bench on the existing plinth where it sees fit.
- 5.5. If a memorial bench is removed, any memorial plaque will be retained, if possible, awaiting collection by the donor. The Council will endeavour to contact the donor, using the details provided, to arrange collection. If the Council is unable to contact the donor, or if the plaque remains uncollected after a period of 12 months, it will be disposed of.
- 5.6. It is the responsibility of the applicant to notify the Council if your address or contact details change. Your original application form and any subsequent contact details will be kept on file for the lifespan of the donated memorial plus one year.
- 5.7. Placing of flowers, statues, vases, toys wreaths or other items will not be permitted at the site of the memorial, or elsewhere on the Council's property. Items will be disposed of 28 days after removal, giving the owner time to contact the Council to arrange for collection. Any flowers will be immediately disposed of.
- 5.8. The Council may occasionally resolve to attach items to trees on its property where it considers this is sympathetic to the surroundings. Notwithstanding this, the Council will not consent to memorials or other items being attached to trees by others on its property.
- 5.9. The donor, or their representatives, shall not undertake any maintenance of the memorial, without prior approval from the Council.
- 5.10. Replacement of any plaque is the responsibility of the original applicant.

**6. Requests for information should be sent to:**

Mrs Michelle Harrington, Clerk for Puddletown Area Parish Council, 34 Egmont Road, Poole Dorset BH16 5BZ or via email [puddletown@dorset-aptc.gov.uk](mailto:puddletown@dorset-aptc.gov.uk)

Policy to be reviewed every 4 years.

## APPLICATION REQUEST FOR A MEMORIAL

### SECTION 1 – CONTACT DETAILS.

#### APPLICANTS DETAILS.

Full name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

(Please notify us of any change of name or address so we can contact you if required).

### SECTION 2 - MEMORIAL DETAILS

Bench / Picnic Table:  Plant / Tree:  Other:

Please tick the appropriate box.

If other: (please specify): \_\_\_\_\_

Proposed location: \_\_\_\_\_

Please also provide a photograph or map of the location.

Proposed species of tree: \_\_\_\_\_

### SECTION 3- IN DEDICATION OF

Name of person for dedication: \_\_\_\_\_

Last residing address: \_\_\_\_\_

Dedicatory Plaque desired:

Please note no plaques are granted for tree memorial.

I agree that, once approval for a memorial has been granted, I will purchase and take delivery of the agreed memorial in accordance with the Council's "Provision of a Memorial Policy" and notify the Parish Council when it has arrived. I will pay for the installation and make a contribution towards the ongoing maintenance of the memorial.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

To be completed by a representative of Puddletown Area Parish Council.

Approved:

Rejected:

Meeting date at which this application was discussed: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_