



# **Rolleston on Dove Parish Council Memorial Policy**

Rolleston on Dove Parish Council recognises the wish of many residents to remember loved ones with a memorial in a public park or green space.

We are happy to accommodate requests for memorials in most cases, but it is important to remember that green spaces are enjoyed by a wide range of residents and visitors. The Parish Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all.

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To ensure the park/open space primary recreational purpose is not compromised and ensure the highest quality of their appearance is maintained
- To establish responsibility for the maintenance repair and replacement of memorials

The policy will ensure that memorials:

- Have permission from the family of the deceased
- Are in keeping with the surrounding area, and its need
- Will not cause offence to others

This policy relates to all parks and green spaces within the village boundary. Those areas owned by other organisations such as Brook Hollows owned by East Staffordshire Borough Council, will need permission from that organisation. The Parish Council will offer guidance here if required.

All applications for memorials should be made in writing to the Parish Council, including details of the specific area, their or the deceased relationship with it, what type of memorial is proposed including a photograph or picture.

All memorials must be paid for by the applicant once approval is given in writing from the Parish Council.

The Parish Council will attempt to accommodate requests, but it may limit the number of memorials in any particular area. Applications for memorials to pets will not be permitted.

The Parish Council have a responsibility for the safety of those who that use our open spaces, in which memorial benches and trees might be located. In the event a memorial becomes unsafe or unserviceable we will endeavour to contact you to discuss a way forward. However in the event of storm damage, decay or vandalism or another act which renders the memorial a danger to property or people we may need to take urgent action without notice to make safe or remove a memorial. In this event we will contact you to advise of our action and cause and work out a way forward.

It is our intention to maintain contact regarding maintenance and condition with memorial correspondents and we ask that you update us should your contact details change.

### **Memorial Benches**

Applications for new or replacement benches will be considered. The installation of a plaque on an existing bench will not be permitted.

The installation of the bench, such as delivery will be the responsibility of the applicant. The Parish Council accepts no responsibility to maintain benches, and these will fall outside of other maintenance contracts. Maintenance will remain the responsibility of the applicant at all times.

No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any bench.

### **Memorial Trees**

Trees will be need to be chosen to fit in with the existing planting scheme of the area. The choice of tree will need to be clearly named on the application, along with its expected growth and spread over time.

The planting of trees may not be possible in some areas.

The Parish Council will take over the maintenance of the tree, however will not be liable for the replacement of old or diseased trees.

The planting of the tree will be the responsibility of the applicant.

No additional mementos such as flowers, statues or vases will be permitted alongside any tree.

If a plaque is requested, it should be staked into the ground within 20cm of the base of the tree.

### **Other Types of Memorial**

Applications for other types of memorial will be considered on a case by case basis. Generally, memorials should be general park features such as benches, trees, shrubs, gates. However contributions to causes/larger Parish projects in memory of a loved one could also be accommodated.

This policy will be reviewed on an annual basis.