

BILBROOK PARISH COUNCIL

Memorial Bench and Tree Policy

Introduction

Bilbrook Parish Council recognises the wish of many residents to remember loved ones with a memorial bench or tree within the Parish and will ensure that the issue is managed and regulated for the mutual benefit of all. The Parish Council will attempt to accommodate requests, but it may limit the number of memorials in any particular area. This policy only covers broad common issues and is not meant to be exhaustive. This policy will be revised as necessary to meet changing circumstances. 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 offend others

This policy relates to all parks and green spaces within the Parish boundary. Those areas owned by other organisations will need permission from that organisation as well. The Parish Council will offer guidance here if required.

All applications for memorial benches should be completed on the form below (**Appendix 1**) and signed by the applicant. Dedications must be for people who were Bilbrook residents or had a close connection to the Parish. Memorials to pets will not be permitted. Applications will be brought to the next full Council meeting for approval. Approval will be given in writing. Only at this stage can the memorial be installed. No additional mementoes such as flowers, statues or vases will be permitted alongside any bench or tree.

Memorial Benches

Applications for new or replacement benches will be considered. The supply, delivery, installation and maintenance of the bench will be the responsibility of the applicant. The installation contractor must be approved by the Council before the installation. Memorial benches and plaques should be to the specification advised by the Parish Council. (**see Appendix 2**)

Memorial Trees

Trees will need to be chosen to fit in with the existing planting scheme of the area and must be British native species. The variety of the tree must be 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 purchase and planting of the tree will be the responsibility of the applicant. The tree must be protected by a wired tree guard. The Parish Council will take over the maintenance of the tree. The bench should be installed by a contractor who has been approved by the Council before the installation. If a plaque is required, it should be attached to the wired tree guard. (**see Appendix 2**)

Other Types of Memorial

Applications for other types of memorials will be considered on a case by case basis.

Damage to Memorials

In the event, a memorial becomes unsafe or unserviceable the Parish Council will endeavour to contact the applicant to discuss a way forward. However, if the memorial has become a danger to property or people it may be necessary to take urgent action without notice to make safe or remove a memorial. It is therefore important you update us should your contact details change.

This policy will be reviewed on an annual basis.

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Appendix 1 - Application Form

Applicant Details

Name:

Address:

Telephone:

Email:

Name of person(s) for dedication:

Connection to Bilbrook:

Preferred Location:

Type of Memorial: Bench/Tree

Details of Bench/Tree:

Details of installer:

Plaque Wording:

PRIVACY STATEMENT

- **Data Protection** – *What you need to know?*
- **Data Controller** - *The controller of your personal data (“your information”) is Bilbrook Parish Council. Our address is Bilbrook Village Hall, Joeys Lane, Bilbrook, WV8 1JL. Our telephone number is 01902 840007.*
- **Purpose and Lawful Basis of Processing** - *We process your information to enable us to respond to your request for a memorial. We do so with your consent.*
- **Retention** - *We will only retain your information for as long as we need to.*
- **Your Rights** - *You have the right to submit a request for access to your information; to have incorrect information rectified; to have your information erased; to have our use of your information restricted and to object to any processing of your information by us based on our legitimate interests.*
- **Information Commissioner** - *If you are unhappy about the way we have processed your information please speak to us in the first instance. However, notwithstanding this, you have the right to complain to the Information Commissioner.*

I have read the memorial policy and agree to adhere to the specifications instructed by Bilbrook Parish Council when purchasing the memorial and will use an installation contractor who has been approved by the Council before the installation. I have also read the privacy statement above.

Signed:

Date:

Please return completed form to:

Mail: Bilbrook Parish Council, Bilbrook Village Hall, Joeys Lane, Bilbrook, WV8 1JL

Email: clerk@bilbrookparishcouncil.gov.uk

For Office Use

Date of Parish Council Meeting:

Approved: Y/N

Date completed:

Copy Passed to the applicant

Copy Filed

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Appendix 2 – Preferred Bench / Plaque



Broxap Blackburn Anti-Vandal bench (Green RAL 6005) This can be supplied with a plaque.



Recommended Plaque – Available from Birches Bridge Hardware shop.