**Memorial Policy**

**Introduction**

Upper Beeding Parish Council recognises the need to allow memorial benches, trees, plants and similar memorials on land in its ownership or care. Therefore, the Parish Council will ensure the issue is managed and regulated for the benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of the policy will be reviewed regularly.

**Memorials**

Subject to there being a suitable location, Upper Beeding Parish Council can only offer the following types of memorials:

* Memorial tree with or without a plaque
* Memorial shrub with or without a plaque
* Memorial bench with a plaque

The Parish Council must approve the type of bench, tree or shrub.

The Parish Council reserves the right to refuse any application which it deems unsuitable.

Memorials will not be permitted for pets.

Wording on plaques must be approved by the Clerk or designated Councillor.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons, photographs or any other ornamentation shall be permitted. No scattering of ashes will be permitted.

**Locations**

Upper Beeding Parish Council can only grant permission for memorials on land owned or managed by the Parish Council.

**Memorial Dedication Period**

Memorials will remain in position whilst they remain in good repair. The Parish Council accepts no replacement liability for damage to any memorial from vandals, third parties or whilst the Parish Council undertakes routine maintenance.

**Trees and Shrubs**

The planting of memorial trees will only be carried out between November and March to ensure the most efficient growing conditions.

Tree guards will be required in most instances.

**Benches**

All costs or donations towards memorial benches must be paid in advance.

The Parish Council will notify the applicant in the event that a memorial bench is damaged or require repair. The responsibility and cost of repair will be for the applicant. The applicant must ensure the Parish Council is in possession of current contact details. Any repair by a third party will be in strict agreement with the Parish Council.

The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economic repair or have not been repaired within 4 weeks of the notification referred to above.

The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life.

Only high quality, durable benches will be permitted. Benches must be installed on a hard standing appropriate to the location of the bench.

Policy Adopted: April 2021 Minute reference C:0421:05

Next Review: April 2023