



Binfield Parish Council's **Memorial Policy**

Adopted: 07 February 2023

Next Review: February 2025

Reviewed by: Amenity Committee

1.0 **Introduction**

- 1.1 Binfield Parish Council has received an increasing number of requests from members of the public for memorials to their loved ones to be placed in the Council's open spaces. We are happy to accommodate these requests in most cases and wish to support residents' wishes as far as possible.
- 1.2 The Council has a variety of open spaces all serving slightly different functions, which are enjoyed by a wide range of users and residents all with different needs and requirements. The Council will, therefore, manage the memorial process for the mutual benefit of everyone.
- 1.3 There is a need for a consistent approach to the provision of memorials in our open spaces, both to ensure that our parks do not resemble memorial gardens and that our infrastructure is available to all users of the park. In addition, the Council needs to ensure that the infrastructure in our parks has a reasonable life expectancy and is easily maintainable.
- 1.4 This policy has been produced in order to ensure that the memorial process is managed and regulated for the benefit of everyone. It was produced using the following guiding principles:
- To be respectful and sympathetic to those seeking to install or plant a memorial
 - To balance the needs of a variety of open space users
 - To be clearly and easily understood
 - To provide a consistent approach to memorials across each of the open spaces
 - To ensure the nature of the open space and its high-quality appearance is maintained
 - To establish responsibility for the maintenance of all memorials
- 1.5 This policy will be reviewed on an annual basis.

2.0 **Open Spaces**

- 2.1 This policy covers the following open spaces managed by the Council:
- Foxley Fields
 - Knox Green including Knox Green Corner
 - Wicks Green
 - Silver Jubilee Field
 - York Road

- Mutton Oaks Green

It does not include Red Rose Allotments but may include future allotment sites.

Further information about parish open spaces can be found at:

<https://www.binfieldparishcouncil.gov.uk/parks-and-open-spaces>

2.2 There are other parks and open spaces in Binfield:

- Farley Copse – managed By Bracknell Forest Borough Council
- Popes Meadow – managed by Bracknell Forest Borough Council
- Jocks Lane – managed by Bracknell Town Council
- Binfield Cemetery – managed by Binfield CoE Churches

Requests for memorials in these places should be directed to the relevant authority.

3.0 **Applying for a Memorial**

3.1 All applications for memorials should be made using the Memorial Application Form, which can be either downloaded from the parish council website or by calling into the Parish Council Office.

3.2 Requests for memorials will be considered by the Parish Council Amenity Committee and ratified by Full Council.

3.3 The Parish Council will try to accommodate all requests, however it may limit the number of memorials in a particular area, for example, if the request is for a memorial bench and there are sufficient benches already present in a particular open space. In these circumstances, the applicant will be placed on a waiting list, offered space in a different open space, or offered a different type of memorial with which to remember their loved one. All memorials will be suitable to the particular open space they are placed in.

3.4 The Parish Council will only consider memorials for individuals, and reserves the right to refuse requests for types of memorials it considers inappropriate.

3.5 Applications for memorials to pets will be rejected.

3.6 Some types of memorial, such as benches, will be time limited.

3.7 All memorials must be paid for by the applicant(s) once approval has been given in writing prior to the installation of the memorial. All memorials will be bought by the Parish Council (and become the property of the Council for the purposes of insurance), to ensure uniformity in the type of memorial requested. The cost of a memorial will include its purchase, installation, and maintenance over the time-limited period plus an administration cost of 10%. The Parish Council will be responsible for the installation and maintenance of all memorials.

Charges for memorials are set out in Appendix I of this policy and are also available on the Parish Council website. Charges are reviewed on an annual basis.

3.8 The Parish Council has a responsibility towards the safety of the persons using our open spaces. If a memorial is damaged or becomes unsafe or unserviceable, the Parish Council will contact the applicant to discuss a way forward. In the event of storm damage, vandalism or decay, the Parish Council may need to take urgent action without notice

including removal of the memorial. In these circumstances, the Parish Council will contact the applicant to discuss the next steps.

4.0 Types of Memorial

4.1 The following types of memorial are allowed by the Council:

- A bench – with or without a plaque
- A tree or other shrub planting
- Bulbs
- Other – a memorial deemed by the Council to be suitable for a particular open space

4.2 Memorial Bench

4.2.1 A memorial bench will usually be a replacement for an old bench, however additional benches in a new location within the open space may sometimes be considered.

4.2.2 Fixing plaques to existing benches will not generally be allowed unless very special circumstances can be shown such as an additional plaque for another member of the family.

4.2.3 If sufficient good quality benches already exist in the open space of the applicant's choice, the applicant may be offered an alternative location. If no suitable location can be agreed or the number of benches in our open spaces has reached the maximum, the applicant will be placed on a waiting list.

4.2.3 All benches will be purchased by the Council from a list of approved styles, shapes and sizes. No deviation from this will be permitted.

4.2.4 The Council will be responsible for the installation and maintenance of the bench during its lifetime. This includes the provision of a suitable base if the bench is to be placed on grass. Base costs will be included in the initial cost of the bench.

4.2.5 Memorial plaques will be made of Perspex (to reduce the possibility of theft), and have a size agreed with the council. Purchase and engraving will be the responsibility of the applicant, the inscription having also been agreed by the Council. The engraved plaque will be fitted to the bench by the Council. Plaques will be text only. No pictures or other images are permitted.

4.2.6 The memorial plaque will be kept on the bench for a period of ten years. Additional years may be purchased with the agreement of the Council. A plaque will not be returned to the applicant at the end of its period unless specifically requested in writing. The Parish Council does not accept responsibility for replacing the plaque if it is damaged or stolen.

4.2.7 No more than 30% of the benches in any one open space may have memorial plaques. This is to reduce the feel of a memorial garden in our open spaces.

4.3 Memorial Trees and Shrubs

4.3.1 Trees and shrubs will be selected to fit in with the planting scheme for open space; the Parish Council will retain a list of trees for consideration. Species choice along with expected size at maturity must be clearly stated on the application form.

4.3.2 If the tree/shrub is not suitable for the open space or if there are sufficient trees/shrubs already present, alternative sites will be offered. If this is not possible, the applicant will be placed on a waiting list until replacement trees/shrubs are required.

4.3.3 The Council will be responsible for the purchase, planting and maintenance of the tree/shrub. Applicants may also wish to be present during planting to provide help and support for the tree/shrub at this time.

Because the expected lifetime of trees and shrubs is much longer than that of benches or other memorials, the costs of maintenance for five years will be included in the cost of the memorial. This is to ensure that trees/shrubs become properly established and to allow the applicant the right to replace if the plant should die within the five year timeframe.

4.3.4 No memorial plaques will be permitted around trees or shrubs.

4.3.5 All trees and shrubs will normally be planted between November and March. This is to provide the plant with the optimum start in life.

4.4 **Bulbs and Other Contributions**

4.4.1 Some people may not want a specific memorial to help remember their loved ones but may wish to contribute towards the ongoing development of our open spaces. A scheme for donations towards bulbs or other planting schemes exists and is accessible via the application form.

4.4.2 The Parish Council welcomes suggestions as to the positioning and type of bulb the applicant would like. There may be a wish for spring or summer planting, for example. The Parish Council reserves the right to make the final decision regarding bulb placement.

4.4.3 No memorial plaques will be permitted around the sites of bulb planting.

4.4.4 If the applicant wished bulbs to be planted in sites other than an open space around the parish, the Parish Council officers will be happy to direct the applicant to the relevant authority.

4.5 **Other Types of Memorial**

4.5.1 An application for a different type of memorial will be considered on a case-by-case basis. However, the same process will apply when requesting a memorial different to the ones described: an application then consideration by the Amenity Committee and Full Council.

4.5.2 Contributions to causes or larger parish projects in memory of a loved one can also be accommodated.

4.5.2 Time limits will be applied to different memorials dependent on the type of memorial requested. As it is difficult to apply arbitrary time limits, these will be determined during consideration of the memorial.

5.0 **General**

5.1 The Parish Council does not permit the burial of caskets but will allow the scattering of ashes of human. No pet remains may be buried or scattered in its open spaces.

- 5.2 No memorial tributes or mementoes such as flowers, statues, candles or vases are permitted in any of our open spaces. All such additions will be removed without notice.
- 5.3 All memorials remain the property of the Parish Council. The Parish Council does not accept any liability for replacement of a memorial once it has reached the end of its useful life, as considered by the Council.
- 5.4 The Parish Council accepts no liability for damage or loss of any memorial or plaque due to the actions of any third party.
- 5.5 It is the applicant's responsibility to ensure that the Parish Council has a record of their current contact details.
- 5.6 The Parish Council does not permit applicants or their agents to install memorials.
- 5.6 Applicants or their agents are not granted rights over exclusive access to the location where their memorial is situated.
- 5.7 If the applicant wishes to continue their memorial once it has reached the end of the time-limited period, a further application is required requesting this. Permission for an extension is in the remit of the Parish Council.
- 5.8 The Parish Council will keep a Memorial Book to record all memorials and to be a reference book for members of the public.
- 6.0 **Council Action in the Event of Non-Compliance with Memorial Policy**
- 6.1 Where non-compliance is identified, the Parish Council will contact the applicant, in writing, using the information from the application form, setting out its concerns and providing opportunities to resolve issues.
- 6.2 Continued non-compliance after a period of two weeks from the date of the letter will result in the Council again contacting the person responsible advising them that, if the issue is not resolved within a further two week period, the Council will act as it sees fit to remove the non-compliance.
- 6.3 The Parish Council reserves the right to recover any costs incurred where appropriate.
- 6.4 Where Council action results in the removal of memorials, the person responsible will be advised and given a reasonable timescale to reclaim them, after which the Council reserves the right to dispose of the memorial as it sees fit.
- 6.5 Where the Parish Council is unable to contact the person responsible for the non-compliant memorial, a suitable notice will be fixed to the memorial stating the timescale for removal.
- 6.6 In the interests of safety, the Parish Council may dispense with the above procedure and remove the memorial immediately.

Appendix I

Memorial Fees

Bench		
Cavendish 1500 mm Bench	Provision and installation (inc VAT) (including base) 10 year maintenance Administration fee	£1,500
Plaque	Installation and maintenance	£250
Tree	Includes installation by recognised contractor, watering for three years, protective wire cage plus price of tree Administration fee	£250 + tree
Shrub	Includes installation by recognised contractor, watering for three years, protective wire cage if needed plus price of tree Administration fee	£100 + shrub
Bulbs		Donation
Other		Prices to be agreed