

# **Drinkstone Parish Council**

## **Personal Memorial Policy**

### **1. Scope**

- 1.1 This policy sets out the criteria and process for the consideration, form, placement and maintenance of Personal Memorials on Parish Council property. This policy does not apply to **events** such as World Wars or disasters, and is only applicable to **personal** memorials.

### **2. Background**

- 2.1 From time to time it is anticipated that residents of the village or their families may request that a memorial be erected to remember a loved one.
- 2.2 It should be noted that the purpose of the Parish Council is to manage and organise Events and Activities for the benefit and enjoyment of all residents and to manage and maintain the Parish Councils assets to meet the same objective. The Parish Council does so without prejudice or favour with regards to age, gender, sexual orientation, ability, race or religion.
- 2.3 The provision of memorial spaces within the Parish is not a primary objective of the Parish Council.
- 2.4 In reading this policy it should be noted that other bodies, facilities and assets are not managed by the Parish Council, and they may have their own separate policies, for example The Wren Charitable Trust, The Drinkstone War Memorial Institute (Village Hall), the Allotments Charity and All Saints Church.
- 2.5 It should also be noted that other organisations in the wider locality may be more appropriate for remembrance, such as gardens of remembrance in local graveyards and crematoria. These facilities specifically offer a peaceful environment for contemplation and reflection and can offer memorials in perpetuity. It is not the Parish Council's intention to provide an alternative to these long established facilities.

### **3. Criteria and process for consideration**

- 3.1 Requests for a memorial should be made in writing to the Clerk., Drinkstone Parish Council.
- 3.2 All requests will be considered within 2 months at a full Parish Council meeting, and will be decided upon by the elected Parish Council. In the event of no decision, the Chair is empowered to make a final decision.
- 3.3 The Parish Council's decision, justification and reasoning shall be recorded in the meeting minutes, and will be notified in writing to the applicant.

#### **Criteria**

- 3.4 A memorial can only be considered for residents of the village who have lived in the village for the majority of their lives i, or it can be demonstrated that they have substantially contributed to the village either through their work or voluntary actions.
- 3.5 In exceptional circumstances, a former villager or resident who has not made a substantial contribution to the village may be remembered if they have made a notable and positive contribution at a national or international level. In such circumstances the Parish Council would defer to any national scheme such as English Heritage Blue Plaques.
- 3.6 Remembering the merit and value of the individual's contribution to the village is of equal importance to remembering the individual themselves.
- 3.7 Memorials for pets or animals will not be permitted.

#### **Location and Form of Memorials**

- 3.8 The Parish Council has limited land and property on which to erect memorials, the proposed location must be justified on the grounds of suitability. For example the planting of a tree must consider the impact the tree will have when fully grown. Land where the Parish Council will consider the placement of a memorial will be: The Cricket, Parish Allotments & Parish land on the corner of Garden House Lane.
- 3.9 Erection of memorials on private land will require the land owners consent. (Note. Many footpaths maintained by the Parish Council's volunteer groups are in fact on private land.) The Parish Council may decide to support a proposal for a memorial on private land but the matter is one for the land owner.
- 3.10 The Parish Council is not responsible for obtaining Local Authority planning consent (should it be required).

- 3.11 Memorials should be formed from natural material, and in keeping with common acceptance of good taste.
- 3.12 Memorials must be informative with regards to the life of the individual being remembered and should reference their contribution for which they are being remembered.
- 3.13 The cost of installation of memorials will not be borne by the Parish Council, however the Parish Council may separately consider a contribution.
- 3.14 In view of the limited space available to the Parish Council, preference will be given to forms of memorials that are complementary to the Parish Council's development and maintenance of its assets and facilities. For example, picnic benches or play equipment might be erected in a villager's memory, but only if said picnic bench or play equipment is actually required. The Parish Council cannot be in the position where redundant or unnecessary items are installed.

Examples of memorials that might fall into this category are (but not limited to) listed below.

- i) Trees, bulbs, shrubs or hedging to replace existing dead or diseased.
- ii) Trees, bulbs, shrubs or hedging as part of planned planting.
- iii) Furniture (benches and tables) where there is a need.
- iv) Defibrillator cabinet.

#### **Ownership, maintenance and removal**

- 3.15 The ownership of memorials shall become the Parish Council's.
- 3.16 The Parish Council will assume all insurance and maintenance costs.
- 3.17 The Parish Council can agree to the removal of a memorial
- i) where the memorial is beyond serviceable repair.
  - ii) in exceptional cases such as notoriety.
- 3.18 Reinstatement of a removed memorial will be considered as if it is a new memorial.

**Prepared by Cllr Paul Selvey**