

Policy Regarding Memorial Benches, Trees and Wildflower Plantings

PREAMBLE: Foxton Parish Council recognises that from time to time a Foxton resident may wish to commemorate a deceased relative or friend who lived in the village. This may be through the provision of a memorial bench on the recreation ground, a commemorative tree or wildflower plantings within the village. Provision of a memorial bench shall not conflict with Foxton Parish Council's obligation to provide a recreation ground for all.

PART 1: POLICY FOR THE PROVISION OF A MEMORIAL BENCH ON THE RECREATION GROUND

1.1 This policy is to ensure that any proposals for installing a memorial bench are:

- Straightforward;
- In keeping with the surroundings and use of the proposed site;
- Consistent with Foxton Parish Council's obligation to provide a recreation ground for all.

1.2 Foxton Parish Council will:

- Be respectful and empathetic to those seeking to install a memorial bench;
- Specify the responsibility for the provision, maintenance, repair and replacement of memorial benches;
- Ensure that memorial benches are not out of place in the area in which they are situated.

1.3 **Eligibility:** Foxton Parish Council will only permit benches in memory of individuals who have lived in the village. Foxton Parish Council will not consider applications for memorials to pets.

1.4 **Limit To The Number Of Memorial Benches.** Foxton Parish Council will limit the number of memorial benches on the recreation ground to a total of four.

1.5 **Quality Standards:** Foxton Parish Council will define the quality standard for the selection, purchase, supply, installation and maintenance of the bench. Foxton Parish Council will specify the size of the plaque and the font for the inscription. Foxton Parish Council reserves the right of editorial control of the wording of the inscription.

1.6 **Costs:** The applicant will be responsible for the payment of all costs (including any VAT) associated with the provision and general maintenance of the memorial bench. These are:

- The purchase and delivery to site of the bench to Foxton Parish Council's specification;
- The groundworks to enable the installation of the bench to the manufacturer's specification;
- The labour charge associated with the groundworks and the installation of the bench;
- The purchase of the plaque and its engraving which meets Foxton Parish Council's specification;
- The labour charge associated with the fitting of the plaque;
- A one-off charge of £100 (payable at the time of installation) to cover the cost of cleaning and minor repairs to the bench over its lifetime of 15 years.
- A maintenance renewal payment of £50 for each subsequent 5-year period beyond the 15-year economic life of the bench if, in the opinion of Foxton Parish Council, the bench remains safe and fit-for-purpose.

1.7 Approved Contractor: Foxton Parish Council's approved contractors will undertake the installation of the bench and its subsequent general maintenance.

1.8 Ownership Of A Memorial Bench: In order to maintain the bench appropriately and deal promptly with any issues caused by vandalism or breakage the applicant undertakes to donate the bench to Foxton Parish Council for the duration of the life of the bench. Ownership will pass on the day that the bench is installed. Thereafter the "applicant" becomes the "donor".

1.9. General Maintenance: Foxton Parish Council will provide general maintenance for fair wear and tear to a memorial bench. This maintenance will be to the same quality standard which applies to its own benches.

1.10 Damage or Vandalism To The Memorial Bench: Foxton Parish Council accepts no responsibility for any wilful damage or vandalism to a memorial bench. Foxton Parish Council will advise the donor (if traceable) as to the extent of the damage to the bench and the likely cost of repair. The donor may either:

- Choose to re-instate the bench at his/her expense to the original quality standard within a period of two months;

or

- Request Foxton Parish Council to arrange for the removal of the bench at the donor's expense.

Where the original donor is not traceable Foxton Parish Council will remove the memorial bench within two weeks from the date of the reported damage.

1.11 Annual Inspection: Foxton Parish Council will undertake an annual assessment of the condition of all memorial benches to ensure their continuing fitness for purpose.

1.12 Removal Of Unsafe Or Defective Memorial Benches: Foxton Parish Council reserves the right to remove any bench that is no longer safe or otherwise not fit for purpose. If Foxton Parish Council removes a bench it will inform the donor within two weeks of its removal. Foxton Parish Council will return the plaque to the donor or dispose of it if Foxton Parish Council cannot trace the donor.

1.13 Lifetime Of The Memorial Bench: Foxton Parish Council considers the economic lifetime of a memorial bench to be 15 years. If the bench is still serviceable after this date the donor may pay a maintenance charge of £50 to cover the next 5-year period thereby extending the life of the bench up to 20 years. Foxton Parish Council will request maintenance charges every 5-years thereafter whilst the memorial bench remains serviceable in the opinion of Foxton Parish Council.

1.14 If the donor chooses not to pay the maintenance charge on the bench to extend its life for a further 5 years then:

- The donor may recover and remove the bench from the recreation ground at his / her expense within one month;

or

- Foxton Parish Council will remove and return the plaque to the donor – or dispose of the plaque if the donor cannot be traced. The Parish Council may choose to leave the bench in-situ if it is still fit for purpose.

1.15 Relocation Of A Memorial Bench: Foxton Parish Council reserves the right to relocate a memorial bench to another location on the recreation ground. Foxton Parish Council will inform the donor of this move and the reason(s) for it.

1.16 Additional Items Of Memorabilia: The donor may not place any items of memorabilia (*other than the approved plaque*) onto, or attached to, or around the bench. (For example, balloons, photographs, statues, plastic flowers.)

1.17 Contact Details: Foxton Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. Donors are responsible for informing the Clerk to Foxton Parish Council in writing any change in their contact details.

End of Part 1

PART 2: POLICY FOR THE PROVISION OF A MEMORIAL TREE

2.1 Ownership Of Land: Foxton Parish Council owns various pieces of land in the village. With the exception of the recreation ground the pieces of land are small and situated throughout the village - for example The Green and the grass verge leading into the village hall car park. The majority of the roadside verges are owned by the County Council and managed by the Highways Department. Foxton Parish Council operates a maintenance contract to keep the verges and its green spaces within the village in good order. The County Council owns the Dovecot Field and leases it to the Parish Council.

2.2 Cambridge County Council owns Foxton Woods and their permission is required for any tree planting on their land.

The contact point is:

Principal Surveyor (Rural)
Strategic Asset Management

Cambridgeshire County Council,
OCT1228,
Shire Hall,
Cambridge, CB3 0AP

T: 01223 724329

www.cambridgeshire.gov.uk

2.3 The conservation officer at South Cambridgeshire District Council (SCDC) will also need to approve any plantings within the conservation area of the village.

2.4 Application For A Memorial Tree Or Other Plant(s): Foxton Parish Council will only consider applications for a tree or a shrub on land that it owns or for which it has a long lease. Foxton Parish Council only permits certain native species of trees as memorials. This is to ensure that in future years, when the tree has matured, that it is still suitable for its location. Similarly, not every site is suitable for a memorial planting and Foxton Parish Council's decision on both the species and site is final. A small plaque by the base of a tree is permissible.

2.5 Planting: Foxton Parish Council's approved contractor or agent will plant the memorial tree, shrub or wild flowers.

2.7 Payment And Ownership: If the application is successful Foxton Parish Council will inform the applicant as to the cost of the planting. If a plaque is involved the applicant will pay for this. The design will be to Foxton Parish Council's approved size, material and font.

Following the payment covering Foxton Parish Council's costs the applicant becomes the donor and ownership of the tree, shrub, bulbs, plants or wild flowers passes to Foxton Parish Council.

2.8 Maintenance Charge: There are no maintenance charges for trees, shrubs, plants or wild flowers. However, the donor is responsible for regularly watering-in a tree or shrub for the first 12 months after its planting on Parish Council land.

If the donor does not live in the village, or does not wish to undertake the task of watering-in, then Foxton Parish Council will undertake the watering-in for 12 months after the planting for a one-off payment of £50 payable at the time of planting.

2.9 Vandalism Or Failure To Grow: Foxton Parish Council are not responsible for the destruction through vandalism or the loss of a tree or other planting however caused. Should a tree fail to grow then Foxton Parish Council will:

Either -

- Inform the donor that the tree or planting has failed to grow after one season of showing no obvious sign of life;

and

- Arrange for the reinstatement of the tree or planting at the donor's expense at the appropriate time of the year.

Or,

- Recover the tree and reinstate the plot.

- Return any plaque to the donor or, if the donor is untraceable, dispose of the plaque.

End of Part 2

PART 3: POLICY FOR THE PROVISION OF WILDFLOWERS

3.1 Wild Flowers (Including Daffodils): Foxton Parish Council will consider applications for a donation for the purchase of native wild flowers on land that it owns and on other land for which it has an annual maintenance contract. There are no maintenance charges. No plaques are permissible as they will interfere with grass cutting and repairs to underground services.

Foxton Parish Council's preferred memorial planting is for wild flowers. This aligns with its policy of re-wilding areas within the village to encourage insects and bio-diversity as well as enhancing the appearance of the village streets. Foxton Parish Council and volunteers will maintain these areas.

End of Part 3

Annexes follow.

Annex 1: Initial Request for a Memorial Bench, Tree, Shrub or Wildflower Planting.

Annex 2: Ownership and Invoice.

Annex 3: Permitted Plaques

Annex 4: Application Process.

ANNEX 1

APPLICATION FOR A MEMORIAL BENCH, TREE OR PLANTING

Period of retention of Annex 1 and Annex 2: Date of the removal of the bench + 2 years

Please print clearly.

1 Your Name (Applicant):

2. Your address:
.....

3. Post Code:

4. Your E-mail Address:

5. Your Telephone Number:

6. Your Mobile Number:

7. I am applying for: (*Please tick one box*)

- A memorial bench to be placed on the recreation ground: Or

- A memorial tree to be planted on Parish Council land: Or

- A planting of wild flowers or daffodils within the village of Foxton.

8. Name of the person to be remembered:

9. Chosen wording on plaque.....

10. Had the person in (8) above resided in Foxton for at least 10 years? Yes No

11. By signing this form and submitting it to the Parish Clerk you are confirming that:

(a). I have read, understood and will comply with Foxton Parish Council's policy on memorial benches, trees and plantings.

(b). If my application is successful, I will pay all the associated costs and VAT for the bench, tree or planting as notified to me in writing by the Parish Council.

Signed

Date:

Foxton Parish Council will keep the details of the applicant recorded in this Annex in accordance with the General Data Protection Regulations.

End Of Annex 1

ANNEX 2

TERMS AND INVOICE

The Clerk to Foxton Parish Council will complete the appropriate cost section of this Annex, sign it and return it to the applicant if the request for a memorial, bench, tree, shrub or wildflower planting is successful. The applicant will then sign at the bottom of the form and return it to the Clerk with payment in full. The applicant may pay by cheque or BACS.

Part A Memorial Bench Costs

<u>Item</u>	<u>£</u>
Bench and Delivery to site:	
Groundworks and base:	
Installation labour cost:	
Plaque:	
Fitting of plaque to bench:	
15-year maintenance charge:	<u>100</u>
Total Payable Now:	

The following extended maintenance costs will arise 15 years after the installation date and are payable then.

If the donor wishes to extend the maintenance payments beyond 15 years and if, and only if, the bench is still maintainable in the opinion of the parish council then the following charges are payable 15 years after the original donation and at 5-yearly intervals thereafter.

Item	£
15 to 20 years maintenance charge:	50
Date paid: Parish Clerk's Initials:	
20 to 25 years maintenance charge	50
Date paid: Parish Clerk's Initials:	
25 to 30 years maintenance charge	50
Date paid: Parish Clerk's Initials:	

Part B Memorial Tree Costs

<u>Item</u>	<u>£</u>
Cost of tree:	
Delivery to site:	
Groundworks and planting:	
Plaque:	
Watering-In (If the Council undertakes this)	<u>50</u>
Total Payable Now:	

Part C Wildflowers and Daffodils

<u>Item</u>	<u>£</u>
Cost of plants, bulbs or seeds:	Total Payable Now:

Signed on behalf of Foxton Parish Council.

Signed:

Date:

Name:

Clerk to Foxton Parish Council

General Data Protection Regulations: Consent to Hold Contact Information

By completing and returning this form, I agree that I have read and understand Foxton Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Foxton Parish Council can keep my contact information for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Signed

Date

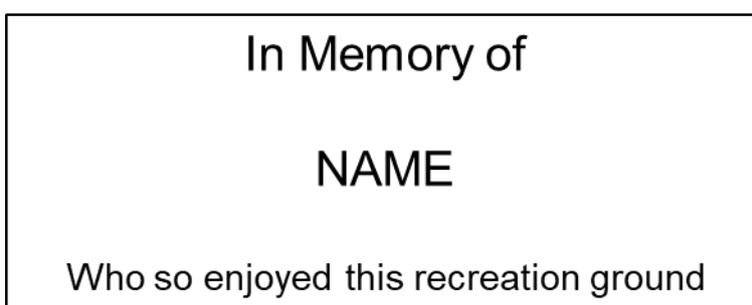
End of Annex 2

ANNEX 3

PERMITTED PLAQUES

A memorial bench may carry a plaque in the middle of the top slat of the back rest of the bench. The plaque shall be 100mm by 50mm and in stainless steel.

The illustration below shows the layout and permitted style of wording. The font shall be Arial.



The following are examples of acceptable wordings:

Who enjoyed watching the cricket;

Who enjoyed watching the football;

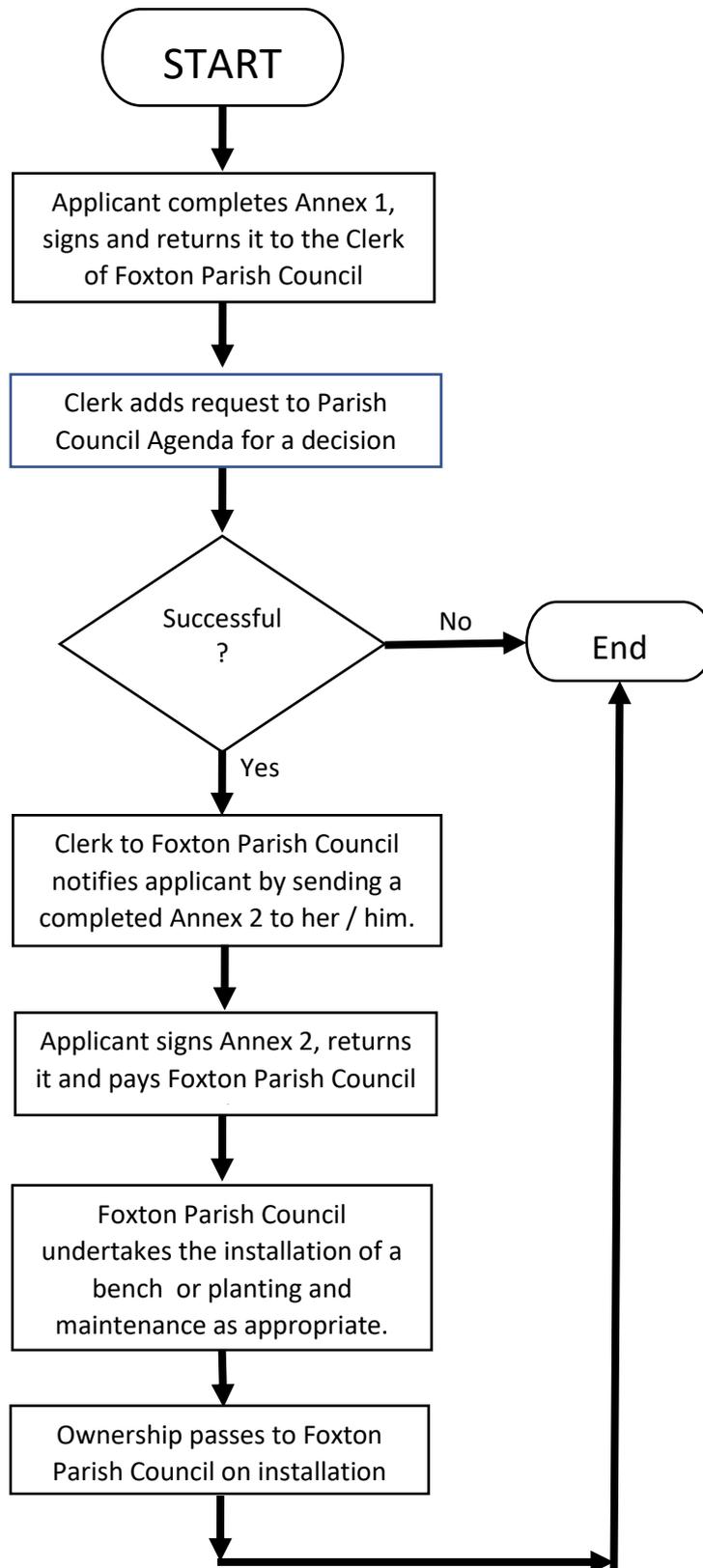
Who enjoyed living in Foxton;

Who was a friend to the village;

Who enjoyed these woods;

End of Annex 3

ANNEX 4 – APPLICATION PROCESS



End of Annex 4