

THORPE ON THE HILL PARISH COUNCIL

Memorialisation Policy Dedication of Benches, Trees and Shrubs within the Parish

Thorpe on the Hill Parish Council supports the needs and principles of allowing memorial benches, trees, and shrubs in the Parish. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion, and trends. The policy will be reviewed at least every year and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the public and all those who apply for memorial benches, trees and shrubs will be issued with a copy.

1 Purpose

1.1 The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach, which will take account of the sometimes-contrasting needs of a variety of users.

1.2 The policy will also ensure that only memorial benches, trees, and shrubs are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location, can be maintained and will not cause offence to others.

1.3 The policy will establish responsibility for maintenance, repair, and replacement.

1.4 The Council through this policy will endeavor to always offer the highest standard of service in undertaking its management and regulatory responsibility.

2 Location

2.1 The planting of Memorial trees and shrubs shall only be carried out between November and February to ensure the most efficient growing conditions.

3 Memorials

3.1 Thorpe on the Hill Parish Council can only offer memorial benches, trees and shrubs to deceased parishioners of Thorpe on the Hill Parish.

3.2 Thorpe on the Hill Parish Council offers memorialisation within the land that falls within its ownership or control, for the following:

- Memorial tree with or without a plaque (subject to availability)
- Memorial shrub with or without a plaque (subject to availability)
- Memorial bench with plaque (subject to availability)
- Memorial plaque on an existing bench (subject to availability)

3.3 Memorial benches, trees and shrubs shall be positioned to maximize the benefit and development of the area however the Council will attempt to accommodate the wishes of the applicants.

3.4 The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the area. The Council reserves the right to refuse applications on this basis.

3.5 The Council shall specify the type of benches, trees and shrubs to be installed/planted to be in keeping with the intended location.

3.6 Application for benches will be offered to village residents only. Benches will be anchored securely to prevent theft.

4 Lease Period

4.1 All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery, and installation of the memorial, together with the on-going repair and maintenance for the 10-year period.

4.2 Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any bench, tree or shrub, which, in its opinion is damaged or beyond economic repair.

5 Inscriptions for Both Bench & Tree Plaques

5.1 Memorial plaques shall be affixed in the center of the upper most lath of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

5.2 The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

6 Process

6.1 Once an application has been received and location agreed, the Council will arrange for the purchase and planting/installation of the preferred memorial.

6.2 The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council carries out routine maintenance in the area.

6.3 The Council will not grant applications for memorial benches to pets.

6.4 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted. These shall be removed without reference to the original applicant.

7 Payment

7.1 Full payment covering the whole 10-year lease period is required with every completed application form. The application form will be sent out once the type of memorial and location has been agreed. Cheques should be made payable to Thorpe on the Hill Parish Council however payment is preferred via BACS bank details are on the application form.

8 Conditions

8.1 Thorpe on the Hill Parish Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.

8.2 Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Thorpe on the Hill Parish Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

8.3 Thorpe on the Hill Parish Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

8.4 Please contact Thorpe on the Hill Parish Council in writing to the address below or email : tothparish@gmail.com for more information on availability and prices of memorials. **Please note that the decision of the Parish Council is final and there is no means of appeal.**

Parish Office, Oliver Roper Parish Meeting Room, Lincoln Lane Thorpe on the Hill, Lincoln LN6 9BH

Dated : 7 November 2018

Review Date: yearly at the Annual

meeting Revised 8 September 2021, 20 July 2022

THORPE ON THE HILL PARISH COUNCIL

Application Form for a dedicated bench, tree or shrub

Please note that Thorpe on the Hill Parish Council can only offer memorial benches, trees and shrubs to commemorate deceased parishioners of this parish.

Insert your name, address and post code

Insert your telephone number and email address

Insert the full name and former address of the deceased parishioner

Insert details of your relationship to the deceased

Tick which of the following you are applying for

- Memorial tree with or without a plaque (subject to availability)
- Memorial shrub with or without a plaque (subject to availability)
- Memorial bench with plaque (subject to availability)
- Memorial plaque on an existing bench (subject to availability)

Please sign below to confirm your understanding of the following

- I have been made aware that the Dedication of Benches, Trees and Shrubs policy is available to me via the Parish Council Website
- Memorials are based on a 10-year lease, and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the on-going repair and maintenance for the 10-year period.
- The inscription on the plaque is restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

Bearing in mind the restrictions above, insert the inscription you wish to see on the memorial.

Signed _____

Dated _____

Forward your completed application using the contact details below. The Parish Council will confirm receipt of your application within 10 working days.

Thorpe on the Hill Parish Council, Parish Office, ORPMR, Lincoln Lane, Thorpe on the Hill, Lincoln LN6 9BH Email - tothparish@gmail.com

Location of benches on the Eric East Memorial Lake

