

MEMORIAL TREES and BENCHES POLICY



This policy covers any requests for memorial trees and benches on sites owned or managed by Broughton Astley Parish Council (BAPC) and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or memorial bench.

The installation of trees or benches for memorialising will not be subject to planning permission, restrictive covenants or other restrictions. However, consideration will be made to balance the requirements of the site, appearance, and usage against the installation of memorials.

Memorial Trees

1. Enquiries for a memorial tree should be made by using our online form. BAPC will endeavor to accommodate any reasonable requests for planting of memorial trees.
2. Planting of trees will only be permitted early Autumn and early Spring and only if the ground conditions allow. The size of the tree must be a minimum of 3ft-4ft. BAPC will maintain the tree for the first 6 months only, to assist it to establish, any subsequent maintenance required is then the responsibility of the applicant.

Whilst every effort will be made to maintain newly planted trees, the Council cannot be held accountable for trees that do not establish or die.

3. Trees are sometimes subject to vandalism and damage by individuals and inclement weather. BAPC will not be held responsible for any costs to replace trees.
4. Once a tree has been planted it is expected that it will remain for perpetuity, however, the Council reserves the right to remove the tree for a variety of reasons including safety, disease, mortality, changing environment, changes to infrastructure and common law nuisance.
5. A plaque may be placed directly in front of the tree once a Memorial Plaque application form has been submitted and the inscription approved by the Parish Manager. BAPC will not be held responsible should the plaque get damaged, stolen or vandalized.
6. No additional mementoes, e.g. statues, wreaths, vases, etc. will be permitted around the tree. The Council reserves the right to remove and dispose of any such items.
7. Memorial trees will be recorded on a register kept by the Parish Council. The Parish Council will keep a record of the donors of the Memorial tree and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Council with updated details in writing. Failure to do so could lead to plaques or trees being removed without notice to the donor.
8. The cost for BAPC to prepare the area and planting of the tree are available on request.
9. Situations that occur outside of this policy's scope will be dealt with on a case-by-case basis at the Council's discretion.



Memorial Benches

1. Benches will only be placed at locations considered suitable by the Parish Council.
2. Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
3. The bench will be fitted on to a slabbed area. Parish Council staff will carry out all installation work with costs advised upon application.
4. A Memorial Bench plaque application form will be submitted and approved by the Parish Manager and / or Burial Clerk prior to its manufacture.
5. The Parish Council will maintain the bench, however, accepts no liability for the plaque or bench at the end its useful life.
6. No maintenance by a third party is permitted.
7. No additional mementoes eg: vases, statues, flowers or wreaths etc shall be permitted on or around the bench.
8. The Parish Council reserves the right to remove any unauthorised mementoes if necessary.
9. The Parish Council will include all memorial bench on its asset register for insurance purposes only.