



Kessingland Parish Council

Memorial Policy

(And Memorial Sponsorship Policy)

1. Introduction

From time to time members of the public or organisations may ask the Parish Council for permission to commemorate a special loved one, memory or time in their lives, or organisations may ask to sponsor a memorial or feature. Where there is a process for purchasing a memorial, plaques or benches, this will be dealt with by the Clerk. If the item falls outside of the process, planting or a decorative item, it will be considered by the Parish Council who may grant permission for the memorial.

2. Types of Memorials

There are four main types of memorials which are:

- Memorial Plaques (These can generally be dealt with by the Clerk)
- Memorial Benches (These can generally be dealt with by the Clerk)
- Memorial Planting (These generally need Parish Council approval)
- Memorial Decorative Items (These generally need Parish Council approval)

3. Memorial Plaques (Kessingland Remembers)

- 3.1 The plaque will be 8 x 2 ½ inches in size with blue engraving, the maximum number of characters that can be engraved is 88 with a Berlin font. Graphics can be added to the plaque however this complicates the production of the plaque and there is an addition charge.
A final proof of the plaque wording must be approved by the applicant prior to production.
- 3.2 The plaques are made from stainless steel that is extremely durable and should withstand all weather conditions.
- 3.3 The location of the plaque on the memorial wall will be at the discretion of the Council.
- 3.4 The Council will retain the plaques for a minimum of 10 years whilst the plaque remains in good condition.
- 3.5 Council reserves the right to remove the plaque if/when it reaches a state of disrepair. The Council will contact the donor at their last known address to advise of removal and ask if the donor wishes to replace the plaque.
- 3.6 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the plaque.

4. Memorial Benches

- 4.1 The Parish Council have selected particular benches for use in the parish. This is based on safety and durability and would encourage donors to choose from these models. However, if memorials from a different supplier is preferred by the donor, then this will be discussed and agreed or otherwise at a Parish Council meeting. The Parish Council would prefer memorials to be made from recycled/environmentally friendly materials where possible.
- 4.2 Memorial plaques fitted to benches should be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench. They should be in a style agreed with the Council and the inscription must be agreed with the Council. A final proof of the plaque wording must be approved by the applicant prior to production. If a graphic image is utilised the amount of text may need to be reduced.
- 4.3 The Council accepts no liability for damage to any privately funded benches from vandalism or third parties.
- 4.4 The Council reserves the right to remove any memorial benches at the end of their useful life.
- 4.5 The Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 4.6 Any maintenance carried out by a third party will be in strict agreement with the Council and by appointment only.
- 4.7 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- 4.8 If a concrete base is required to site the bench, then an additional charge of £250 will be required to cover the cost of materials and labour and will be detailed in your invoice, which will include the cost of the bench to be covered by the applicant.

5. Planting

- 5.1 Land for the planting of bulbs, plants and trees is limited and the Parish Council reserves the right to refuse a request.
- 5.2 Proposals for planting or financial donations for bulbs, plants or trees will be agreed with Kessingland Parish Council and must be for a specific and identified area within the Parish. Details must be submitted to the Parish Clerk for consideration at a Parish Council meeting. If the donor's preferred site is not suitable, the Parish Council may suggest an alternative if available.
- 5.3 If suitable space is available and agreed, the donor is welcome to provide a small plaque to be displayed near the planting.
- 5.4 The Parish Council will not be responsible for any loss damage or non-performance of the bulbs, plants or trees in future years.
- 5.5 The Parish Council reserves the right to move or remove any bulbs, plants or trees with good reason and will make every effort to notify the donor. It is the responsibility of the donor to keep the Parish Council informed of their contact address.

- 5.6 The Council does not accept planting of individual items however, memorial planting of an area with a mixture of planting or mass planting of bulbs may be considered.
- 5.7 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the planting area.

6. Decorative items

The Council will consider requests for other memorial items or pieces of memorial art.

- 6.1 Proposals or financial donations for decorative items will be agreed with Kessingland Parish Council and must be for a specific and identified area within the Parish. Details must be submitted to the Parish Clerk for consideration at a Parish Council meeting. If the donor's preferred site is not suitable, the Parish Council may suggest an alternative if available.
- 6.2 Requests will be considered with regard to location and appropriateness. Council reserves the right to conduct public consultation on an application. If an application requires planning permission that will be at the donor's expense unless otherwise agreed.
- 6.3 The Council accepts no liability for damage to any items from vandalism or third parties.
- 6.4 Council reserves the right to remove the item when it reaches end of life. The Council will contact the donor at their last known address to advise of removal and ask if the donor wishes to replace the item.
- 6.5 The Council accepts no replacement liability for the item at the end of its life. Any replacements of decorative items will be the responsibility of the original applicant.
- 6.6 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the item.

7. General

- 7.1 This policy will be regularly reviewed and proposed amendments shall be submitted to Members for approval. Fees and charges are detailed separately and will be reviewed on an annual basis.
- 7.2 Any complaints relating to the implementation of the policy will be dealt with through the Council's Complaints Procedure.
- 7.3 Applications for installation of memorials, benches, plaques and planting in Council owned open spaces shall be submitted via the Council website, kessingland.onesuffolk.net. Written requests will be accepted if individuals have no internet access or the memorial needs Council consideration.
- 7.4. The Parish Council have selected a number of suppliers and would encourage donors to choose from these suppliers. The Parish Council would prefer memorials to be made from recycled/environmentally friendly materials where possible. However, if memorials from a different supplier is preferred by the donor, then this will be discussed and agreed or otherwise at a Parish Council meeting.

- 7.5 The Parish Council reserves the right to remove any memorial which reaches end of life. The Parish Council will make every reasonable attempt to contact the donor prior to removal of the memorial or furniture.
- 7.6 The Parish Council reserves the right to relocate memorials if necessary and will make every effort to notify the donor prior to such relocation. It is the responsibility of the donor to keep the Parish Council informed of their contact address.
- 7.7 Any memorials should be paid for by the applicant prior to installation, and the location agreed in writing.
- 7.8 Memorials remain the property of the Council. The Council accepts no replacement liability for a memorial which is considered by the Council to have reached the end of its useful life.
- 7.9 The Council accepts no liability for damage or theft of any memorials from vandals or third parties.
- 7.10 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the memorial.

8. Alterations to the policy

This policy will be reviewed annually. The parish council reserves the right to diverge from this policy where it considers it appropriate to do so, however such divergence will be decided upon by the Leisure and Amenities Committee unless there is a substantial memorial request which falls outside the Leisure and Amenities Committee remit and requires the Parish Council consideration.

Amendment

The wording in *italics* has been added to this item.

4. 4.3 The Council accepts no liability for damage to any *privately funded* benches from vandalism or third parties.

4.8 If a concrete base is required to site the bench, then an additional charge of £250 will be required to cover the cost of materials and labour and will be detailed in your invoice, which will include the cost of the bench to be covered by the applicant.