MEMORIAL PLAQUE POLICY

Thurston Parish Council

For adoption

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Review Period: Every two years or following legislative changes.

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1. INTRODUCTION

1.1 The Parish Council supports the principle of allowing memorial plaques in public open spaces under its control, but only when permission is sought and the location is approved.

1.2 Each application will be looked at to ascertain if it is an appropriate location and will not cause upset or distress to others using the facilities.

1.3 This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest.

1.4 This policy will be made available to the public on request.

1.5 The following principles will be applied when considering an application:

- To be respectful and sympathetic to those seeking to install a memorial
- To ensure the recreational use of the public open spaces in not compromised in any way.

2. OBJECTIVES OF THE SCHEME

2.1 The Council is seeking to ensure it is adopting a clear, measured and sympathetic approach to the management of its facilities which will take account of the needs of users.

2.2 This policy will also ensure that memorials have a common appearance, style and size and will not cause offence to others.

2.3 This policy will establish responsibility for maintenance, repair and replacement.

3. MEMORIAL PLAQUES

1.1 The Parish Council will consider all requests for placement of a memorial plaque on an existing bench located within the Council maintained public open space in the parish. A list of available benches will be provided upon application.

1.2 It will be the responsibility of the Parish Council to purchase and install the memorial plaques.

1.3 A donation of £300 towards the purchase and installation of the plaque will apply. The donation is not allocated for maintenance of any specific bench.

1.4 Plaques will be finished in a stainless-steel finish and size will be standardised (250x75mm - anticipated size) but ultimately, they will be based upon the bench they are to be fitted.

1.5 Text will be laser etched in Arial font and can be up to 100 characters (including spaces) across up to 4 lines of text.

1.6 The inscription on the plaque will usually be restricted to “In the Memory of” the name of the person, recognition of public office (if appropriate) and the dates of birth and death. Please note that there should be no more than four lines of inscription on the plaques and the wording is subject to the approval of the Council. The inscription will include the date of manufacture in the bottom right-hand corner.

1.7 The proposed inscription on a memorial plaque will be approved by the Council before any order is placed.

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1.8 A maximum of 5 memorial plaques may be attached to each bench (one memorial per applicant).

1.9 Memorial plaques will be installed on the agreed bench by the Council.

1.10 Any self-applied memorial plaques will be removed

4. GENERAL CONDITIONS

4.1 An enquiry form should be completed and sent to the Parish Clerk, preferably be email: clerk@thurstonparishcoucnil.gov.uk or by post for the attention of the Parish Clerk: Thurston Parish Council, New Green Centre, New Green Avenue, Thurston, IP31 3TG. Application forms are available on: thurstonparishcouncil.gov.uk

4.2 The Council may impose the right to limit, in both location and number, the types of memorials in any one area.

4.3 The appropriate donation must be received before the installation of any memorial takes place.

4.4 The Council does not accept applications for memorials for pets.

4.5 The Council is not able to agree to the interment or scattering of ashes at public open spaces within the parish.

4.6 Benches and plaques remain the property of the Council. The Council accepts no replacement liability for a bench or plaque which is considered by the Council to have reached the end of its useful life.

4.7 Please note benches have an expected minimum life and will be maintained by the Council for a period of 15 years as deemed necessary. After this time the bench may need to be removed. Applicants will be given the option to re-site a plaque at extra cost, if required, or to relinquish the site.

4.8 The Council accepts no liability for damage or theft of any memorial plaque or bench from vandals or third parties.

4.9 The Council's standards of maintenance will be applied in keeping the bench fit for purpose and clean.

4.10 It is the responsibility of an applicant to ensure that the Council is kept informed about their contact details. Should a bench or personalized plaque be removed, the personalized plaque will be returned to the applicant's last known address.

4.11 No memorial tribute or mementoes such as vases, statues, solar lights, obelisks, flowers, wreaths, balloons or other ornamentation should be placed around a bench, tree or other location. If this were to occur, the Council reserves the right to remove and dispose of any such the item.

4.12 The Council retains the right to re-site a plaque should this become necessary.

4.13 The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations.

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