

Laverstock and Ford Parish Council
Memorial and Dedication Policy

Purpose/Principles	To provide guidance on requests for Memorials and Dedications on Parish Council land or property
Scope	Employees, Councillors, Members of the public, suppliers, contractors
Date adopted:	26 th September 2022
Minute Reference:	22.129
Previous versions (Dates):	16/5/22 (22.083)
Next review:	September 2024
Policy owner:	Communications and Community Engagement Committee
Supersedes:	None

Laverstock and Ford Parish Council recognises the wish for Memorial and Dedication Trees/Benches and will consider both on land owned or managed by them. The Parish Council will consider requests on an individual basis and retain the absolute right to refuse or limit the number of memorials/dedications.

OBJECTIVES:

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial for someone who has died.
- To honour the achievement of an individual or group.
- To establish responsibility for the maintenance, repair and replacement of trees and benches.
- To ensure that memorials and dedications are not out of place in the area in which they are situated.
- To ensure that open spaces within the parish continue to provide for recreational activities, inspirational and spiritual needs:
- To ensure that our open spaces continue to provide solace.
- The content of this policy may be revised/amended as necessary at the absolute discretion of the Parish Council.

The Parish Council will attempt to accommodate requests, but it may limit the number of memorials/dedications in any particular area.

The policy will ensure that all memorials:

- Have permission from the family of the deceased or the individual to be honoured.
- Are in keeping with the surrounding area, and its need.

- Should not cause distress.
- This policy relates to all parks and green spaces within the Parish boundary. Those areas owned by other organisations will need permission from that organisation as well. The Parish Council will offer guidance here if required.

All applications for memorial benches should be completed on the form below (Appendix 1) and signed by the applicant.

Memorials must be for people who were Laverstock and Ford residents or had a close connection to the Parish. Memorials to pets will not be permitted.

All dedications for people gaining national importance will need to be agreed with the Parish Council.

Applications will be brought to the next full Council meeting for approval. Approval will be given in writing. Only at this stage can the memorial or dedication be installed.

No additional mementoes such as flowers, images, wreaths, statues, ornaments, balloons, lights, or vases will be permitted alongside any memorial bench or tree.

Memorial Benches

Applications for new or replacement benches will be considered. The style, supply, delivery, installation, and maintenance of the bench will be the responsibility of the Parish Council.

Donations to cover these costs will be paid to the Parish Council prior to purchase.

Applicants donate benches at their own risk; Laverstock and Ford Parish Council accepts no responsibility if a memorial/honour bench is damaged, vandalised or stolen.

Memorial Trees

Trees will need to be chosen to fit in with the existing planting scheme of the area and must be a British native species. The planting of trees may not be possible in some areas.

The tree type, supply, delivery, installation, and maintenance will be the responsibility of the Parish Council. Trees will be ordered in line with the Parish Council's Tree Policy currently under development.

Donations to cover these costs will be paid to the Parish Council prior to purchase.

Applicants donate trees at their own risk; Laverstock and Ford Parish Council accepts no responsibility if a memorial tree is damaged, vandalised, stolen or becomes diseased.

Plaques

If a 'tree' plaque is required, it should be staked at ground level.

Plaques on benches must be screwed securely.

Plaques should not exceed 200mm x 50mm and be brass, stainless steel or aluminium only.

Inscriptions should be respectful, inspiring and must be agreed with the Parish Council.

Other types of memorial applications may be considered on a case-by-case basis.

'Tree' plaques may be removed after a period of 10 years at the discretion of the Parish Council.

Damage to Memorials

In the event, a memorial becomes unsafe or unserviceable the Parish Council will endeavour to contact the applicant to discuss a way forward.

However, if the memorial has become a danger to property or people it may be necessary to take urgent action without notice to make safe or remove a memorial. It is therefore important you update us should your contact details change.

Road-side Memorials

The parish council acknowledges that family and friends, of people dying suddenly by way of accident or incident, may well wish to place flowers and mementos at the place of death or nearby.

The parish council recognises that for many people this plays an important role in acknowledging sudden deaths and the grieving process. To support grieving families, the parish council will take any necessary measures to ensure that this need is respected.

To be respectful to all residents, road-side memorials will be allowed to remain, where possible, in place for up to ten days following the deceased person's funeral.

After this period has lapsed and that the road-side memorial is on parish council land then the parish council will arrange for its removal.

In the event of the road-side memorial being on Highway's land then the appropriate authority will be contacted by the Parish Council.

Families and friends often place flowers at death sites to acknowledge anniversaries; on these occasions the flowers should be allowed to rest in place for 14 days before removal.

Scattering of Ashes

Please contact the Parish Clerk on parish-clerk@laverstock-ford.co.uk if you wish to request permission for the scattering of ashes on Parish Council land. Permission to scatter ashes from a single cremation will normally be granted, except for the mown amenity recreation areas. Ashes should be scattered, and not interred in a single spot. Additional memorials, such as plaques, flowers or plants will not be permitted.

If you scatter ashes across surface water you should:

- make sure the effect on the environment and wildlife is minimal and not affect other watercourse users

- not include casting wreaths or memorabilia as they may harm the environment and wildlife
- Environment Agency guidance states that ashes should not be scattered within a one-kilometre radius from any drinking water supply

Try to find a quiet, private area of the site that's secluded from roads and buildings. This will give you maximum privacy and a peaceful atmosphere.

Take care to stay away from sensitive spots like birds' nesting areas, and make sure you can't see any ashes when you leave as this may cause you or others distress.

People often feel that scattering ashes at dawn or dusk feels particularly special. You're also more likely to have the place to yourself then, compared with in the middle of the day.

This policy will be reviewed on an annual basis.

Appendix 1

Laverstock and Ford Parish Council
Memorial/Honour Bench and Tree Policy Application Form
Applicant Details
Name:
Address:
Telephone:
Email:
Name of person(s) for dedication:
Connection to Laverstock and Ford Parish Council:
Preferred Location:
Type of Memorial/Honour: Bench/Tree
Details of Bench/Tree:
Plaque Wording (max 160 characters over 4 lines):
<i>Please remember, longer inscriptions over 4 lines will result in smaller text.</i>
Preferred material (brass/aluminium/stainless steel):

PRIVACY STATEMENT

- Data Protection – What you need to know?
- Data Controller - The controller of your personal data (“your information”) is Laverstock and Ford Parish Council.
- Our address is Parish Office, River Bourne Community Farm, Cow Lane, Laverstock, Salisbury SP1 2SR
- Our telephone number is 07771 802839
- Purpose and Lawful Basis of Processing – We process your information to enable us to respond to your request for a memorial/honour. We do so with your consent.
- Retention - We will only retain your information for as long as we need to.
- Your Rights - You have the right to submit a request for access to your information; to have incorrect information rectified; to have your information erased; to have our use of your information restricted and to object to any processing of your information by us based on our legitimate interests.
- Information Commissioner - If you are unhappy about the way we have processed your information please speak to us in the first instance.
- However, notwithstanding this, you have the right to complain to the Information Commissioner.

I have read the memorial policy and agree to adhere to the specifications, terms and conditions herein.

I have also read the privacy statement above.

Signed: _____

Date: _____

Please return completed form to:
Trudi Deane
Parish Clerk
Laverstock and Ford Parish Council
Parish Office
River Bourne Community Farm
Cow Lane
Laverstock
Salisbury SP1 2SR

Or by email to parish-clerk@laverstock-ford.co.uk