



## DETLING PARISH COUNCIL

*Parish Clerk: Mrs Sherrie Babington*

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### **MEMORIAL BENCH/TREE POLICY**

#### **Introduction**

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

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

#### **Locations**

Currently, memorial benches are only permitted in the Old School Playing Field. However, benches can be placed in any suitable location.

Memorial Trees can be considered for all of the PC Open Spaces.

#### **Policy – terms and conditions**

All applications for memorial benches and memorial trees should be completed on the official request form and be signed by the applicant. Such applications will be held on file for the next available bench adoption or replacement. Dedications must be for people who were Detling residents or had a close connection to the Parish.

#### **Memorial Benches**

Memorial benches should be ordered and paid for by the applicant to the specification advised by the Parish Council.

The Parish Council will limit the number of memorial benches in the Old School Playing Field.

The Parish Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish Council is in possession of current contact details.

The Parish Council reserves the right to remove any memorial benches that have been damaged and are beyond economical repair.

Minor damage will be repaired by the Parish Council at its expense if the owner of the bench is not willing to do so.

Benches will be of the type and colour specified by the Parish Council to be in keeping with the location.

The Parish Council will stipulate the size and material of memorial plaques fitted to benches.

The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

### Memorial Trees

Memorial plaques on trees in will be permitted at the discretion of the Parish Council.

Memorials to trees will be recorded on a register kept by the clerk or some alternative measure such as graphically.

No additional mementoes, e.g., statues, flowers, wreaths, vases, etc. will be permitted on or around the tree.

Scattering of cremated remains and burial of urns with cremated remains is not permitted.

Trees should be chosen to fit into existing planting schemes. A choice of trees and plants and their cost will be provided to the applicant.

Non-native trees will not generally be supported and only those species agreed by the Arboriculture Officer of a higher local authority.

The planting of trees may not be possible in some areas therefore locations for the tree planting will be determined by the PC.

The council will charge for the tree or plant and labour, at cost.

The council will maintain the tree or plant in line with its current maintenance programme and arrange duty of care surveys as appropriate.

The council will not be liable for the replacement of old or diseased plants or trees.

Any replacements of memorial trees or plants will be the responsibility of the original applicant or successor and will follow the same process as the procedure within this Policy.

The council have the right to remove trees – for example disease or safety issues.

The council will only plant trees during the winter months, when they have the best chance of success.

***Please complete the form below:***

**Detling Parish Council**  
**Memorial Bench/Tree Application Form**

**Application for:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please notify us of any change of name or address so we can contact you if we need to. Please refer to our website for our Privacy Statement and Data Collection Policy.

**Name of person for dedication:** \_\_\_\_\_

**Connection to Detling:** \_\_\_\_\_

**Preferred location:** \_\_\_\_\_

I agree to adhere to the specifications instructed by Detling Parish Council when purchasing the bench and will use an installation contractor who has been approved by the Council prior to the installation.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return completed form to:

***Detling Parish Council, 4 Birkhall Close, Chatham, Kent, ME57QD***  
***Email: detlingparishcouncil@sherriebabington.co.uk***

***Information Security***

*Detling Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (Please view our Privacy Notice & Retention Notice on our Parish website)*