Sutton Parish Council

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MEMORIAL POLICY

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1. INTRODUCTION

Sutton Parish Council (SPC) aims to ensure a clear, structured and sympathetic approach to the management of memorialisation to parishioners on public land. This also needs to account for the sometimes-contrasting needs of a variety of users.

The policy also seeks to ensure that memorials are installed which are instigated by the next of kin or executor and that memorials have a common appearance, style and size which are appropriate for that location. Memorials usually, but not exclusively, refer to benches, plaques, and planters. The policy will establish responsibility for maintenance, repair and replacement.

Any applications or queries on memorialisation should be made to the Parish Clerk at 01625 850532 and/or clerk@suttonparish.co.uk

2. APPLICATION PROCESS FOR MEMORIALS

In the first instance, the applicant should read this policy and then fill in the application form with this policy. The applicant will be asked, at a minimum, to confirm the following:

- That the applicant is the next of kin or executor for the person being memorialised.
- Name contact details of applicant and name of person being memorialised.
- Confirmation that person being memorialised was a resident of the Parish of Sutton, or otherwise.
- The full plaque inscription.
- Preferred type, style or colour of memorial.
- Preferred location and position, and any alternative locations of memorial.
- Confirmation of commitment to onward maintenance of the memorial (see Conditions)
- Name of contractor chosen to install the memorial.
- Acceptance of all Conditions

The Parish Clerk will present the application to SPC at the next council meeting for consideration of approval. SPC Councillors may have further questions of the applicant before approval can be given; best attempts will be made not to prolong the decision-making process.

3. CONDITIONS FOR MEMORIAL

(a) Applicant is required to maintain the memorial for the duration of its life.

(b) Applicant should ensure that SPC is always in possession of current contact details.

(c) The rights to the placement of the memorial remain those of the applicant and cannot be passed to others unless specifically agreed by SPC and the applicant.

(d) Person being memorialised must have been a resident of Sutton Parish – exceptions on a case-by-case basis.

(e) Applicant is required to pay for the memorial, plaque, and all installation costs.

(f) Method of installation to be agreed by SPC; e.g. on paving slabs, on concrete foundation.

(g) Contractor installing the memorial must be approved by SPC.

(h) Memorial type/style and colour to be approved by SPC; must be in-keeping with the area.

(i) Plaques to be maximum size: 175mm x 75mm in the centre, upper most bench slat.

(j) Plaque inscription to be approved by SPC; SPC reserves the right to refuse applications on this basis. An additional plaque may be added, if maintenance becomes too great, on agreement with SPC.

(k) SPC will not grant applications for memorials to pets.

(l) SPC will limit the number of memorials in some areas: final decision by council.

(m) Location/position to be chosen to maximise the benefit and development of the village.

(n) No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the memorial. These shall be removed without reference to the original applicant.

4. ONGOING MAINTENANCE OF MEMORIALS

(o) SPC will contact the applicant in the event that the memorial is damaged or beyond repair.

(p) Damage to the memorial must be resolved by the applicant with no cost attributed to SPC.

(q) SPC reserves the right to remove a memorial if:

i. In the view of the Parish Clerk or council, it is deemed to be beyond economical repair.

ii. If it has not been repaired within 2 months of alerting the applicant using the contact details provided, unless an action plan to repair/replace the memorial has been agreed within those 2 months

iii. If the memorial is deemed to be dangerous or a risk to the public we will carry out action and then look to recover the costs – this could result in the memorial being removed immediately.

iv. SPC accepts no replacement liability for the memorial or plaque at the end of its life and will dispose of any such memorial.

v. In the event that a damaged memorial is removed, SPC will offer the applicant the option to place a new memorial; if the applicant cannot be contacted using the provided contact details, after a period of 3 months, SPC reserves the right to offer the memorial place to another applicant.

5. APPLICATION FOR A MEMORIAL WITHIN THE SUTTON PARISH

Thank you for your interest in erecting a memorial in Sutton Parish. Please be sure you have read and understood the policy for memorials and can accept all the conditions before proceeding. Please complete the application form and return by email to the: clerk@suttonparish.co.uk

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Applicant Details: ***(for all contact relating to the memorial)***

Name:	
Address:	
Telephone:	
Email:	

Your connection to Sutton Parish

Please provide details of your link to Sutton Parish and explain why you wish to have a memorial within the Parish.

Please explain the reason and if you have a particular location in mind for the memorial.	
What type of memorial do you want to create?	

Material/size:	
Wording (full plaque inscription if appropriate)	
Contractor /installation details:	

Any other information you think may be useful for the council to consider.

Applicant's signature and declaration affirming adherence to the SPC Memorial Policy.

I have read and understood the terms of the SPC memorial policy and will adhere to the conditions as laid out in it.

Print name:	
Signed:	
Dated:	

Please remember it is your responsibility to keep your contact details up to date with the Parish Clerk of the parish if your memorial is agreed.

If the memorial is agreed these details will be stored by Sutton Parish Council (either digitally or printed form as provided by applicant) for a maximum period of 15 years.