

# Memorials policy

## Memorials and dedications within Downley Parish

The Memorials Policy was developed in April 2019 and is scheduled to be reviewed by Downley Parish Council in July 2019.

### Introduction

The Parish Council receives many requests for memorials and donations.

This Policy seeks to ensure that there is a clear, standardised and sympathetic approach to the approval and subsequent management of memorials and memorial facilities within Downley. The policy is also designed to establish responsibility for installation, maintenance, repair and replacement where appropriate.

It is the responsibility of the Parish Council to consider all requests made for memorials.

### Memorial options

Downley Parish Council recognise that there is demand within the Village for various memorials including benches, trees and plaques. In other instances, bespoke styles of benches have been approved in special projects.

It is recommended that where a location is well provided for, rather than install something new, the location may benefit more from a replacement bench or reinstated tree.

Downley Parish Council is also supportive of other memorials such as:

- Chiltern Society's [Donate a gate](#) scheme
- Woodland Trust's [Dedicate a tree](#) initiative

### Procedure

- **Initial Contact:** Applicants should contact the Parish Clerk at: Downley Parish Council, PO Box 1091, Downley, HP13 5WU ([www.downleyparishcouncil.org](http://www.downleyparishcouncil.org)) [info@downleyparishcouncil.org](mailto:info@downleyparishcouncil.org)
- **Submission of request:** Applicant to make a submission of interest with details about the request, including the location of the request, preferred memorial style and who the memorial is for.
- **Assessment:** Downley Parish Council will review the request, engaging local bodies as required (Common Preservation Society, sports clubs etc) and ensure the request aligns with local needs and the **Guiding Principles** of this Memorial Policy.
- **Approval:** Once concluded, the proposal will be reviewed by the Full Council. If successful, a final cost will be provided with an expected time frame for delivery.
- **Costs:** Please note that all associated costs are paid in full prior to any installation by the person or persons requesting the memorial.
- **Enquirer:** To agree to terms and conditions, sign contract and provide cheque for agreed amount.
- **Completion:** The enquirer will be contacted prior to installation where possible and when the installation is complete a photograph will be taken for records and a copy sent to the enquirer.

**Guiding Principles of memorials and donations:**

1. To be respectful and sympathetic to the surroundings of the Village and easily understood by the public.
2. To balance the sometimes contrasting needs of a variety of site users.
3. To maintain and enhance the high quality appearance of sites and not detract from their prime purpose.
4. To accommodate the wishes of applicants where possible.
5. Memorials will need to be positioned to maximise the benefit and development of the surrounding area. The exact position of the memorial will be agreed with the applicant in advance.
6. Any chosen location is not guaranteed and will have to go through an authorisation process.

The Parish Council take no responsibility for ongoing maintenance of memorial items, should maintenance lapse and items be not kept in an acceptable condition or are deemed unsafe the Council has the right to remove items with no prior notice.

**Notes**

The indicative cost for a new bench in a new location (with secure footings) is approx £900, this is subject to change and does not include installation. Replacement benches will be a similar cost.

Benches generally have a lifespan of 10-15 years.

All benches are required to be secured into the ground at the cost of the applicant.

A standard bench can hold three memorial plaques.