Stretton on Dunsmore Parish Council
Memorials Policy

Statement of Policy

Stretton on Dunsmore Parish Council is responsible for the management and upkeep of a number of open spaces and verges in the village as well as the village green. That responsibility includes installation and maintenance of plants, benches and other structures on the land for which it is responsible. From time to time, the Parish Council is approached for permission to install a memorial within the village. Any memorial will be installed by the Parish Council or their approved contractors.

Aim of the policy

To establish
1. Who can apply
2. For whom such memorials can be sought
3. What types of memorials might be acceptable
4. Where such memorials may be installed
5. The application process
6. The installation process
7. The maintenance of such memorials

Who can apply for a memorial

1. Village organisations and clubs
2. The Parish Council
3. Individuals who have a connection to the village or who represent someone with a connection to the village

For whom can a memorial be sought

1. Individuals who have lived in the village for a significant period of time
2. Individuals who have made a significant contribution to organisations or clubs based in the village

What types of memorials might be acceptable

1. Benches – in keeping with type of benches in a given location
2. Planters – a uniform style will be specified
3. Trees – the Parish Council will advise the options available depending on the location
4. Picnic tables
5. Play or other equipment – as specified by the Parish Council
6. Other items subject to approval of the Parish Council

Where could a memorial be installed

That will depend on the type of memorial but, in principle, benches, trees, planting and planters could be installed at
1. The Fosse Way Playing Field
2. The Plott Lane Playing Field
3. The Platinum Plott
4. The Serenity Orchard
5. Verges and grassed areas under the management of the Parish Council
There will be a limit on the number of items in a given location and when that is reached, no more will be approved by the Parish Council until and unless an existing item needs replacing.

Plaques

A plaque may be installed to indicate that the installation is a memorial. The wording and type of plaque is subject to the approval of the Parish Council.

The Application process

New items
Those seeking a memorial must apply to the Parish Council for permission using the agreed form, setting out the type and preferred location of the memorial. The completed form must be provided to the Clerk.
1. The Parish Council will consider whether they would recommend the application, including the location of the proposed memorial. It may suggest an alternative location if appropriate. They will give the applicant an indicative cost and timescale for installation.
2. If the applicant accepts the recommendation, the Parish Council will publish a notice, not naming the applicant, on the noticeboard, in Pendulum, on their website and on All Things Stretton Facebook page. The notice must specify that - - - an application has been made to install a memorial in the form of (type) at (location), the PC is minded to approve the application, and that any objections to the application must be made to the Parish Clerk within one month of the notice being posted.
3. After this period has elapsed, the Parish Council will consider any objections and make a final decision whether to approve the application at its next public meeting, for applications that are to replace an existing item, such as a worn-out bench or item of play equipment, steps 2 and 3 do not apply.

The Installation

The Parish Council will provide a final cost to the applicant. The applicant will make payment in full before the Parish Council purchases the item and any plaque. The clerk will liaise with the applicant as to the date and time of the installation to enable them to attend.

Maintenance

The Parish Council will maintain benches, trees, play equipment and planters as part of the general maintenance of the village. It will not replace items that are not repairable but will arrange removal and offer the site to the original application or, if they do not take up the offer, make it available for new Applications.

Appeals and Revisions
Applicants may appeal decisions regarding applications by submitting a formal request to the Parish Council for review. The Parish Council reserves the right to revise this policy as necessary.

Contact Information

For further information or to submit a memorial application, please contact:

The Parish Clerk
3 Orchard Way
Stretton on Dunsmore
CV23 9HP
Email: strettonondunsmoreclerk@gmail.com

Application for a memorial in Stretton on Dunsmore

Name of Applicant Organisation (if applicable)

Email address:

Address:

Phone number:

Person for whom the memorial is sought:

Reason:

Type of memorial:

Preferred location:

Dedication on the plaque: