

SHEPHERDSWELL WITH COLDRED PARISH COUNCIL

POLICY ON ACCEPTANCE FROM RESIDENTS OF MEMORIALS TO BE PLACED IN VARIOUS LOCATIONS WITHIN THE PARISH

RATIFIED BY SHEPHERDSWELL WITH COLDRED PARISH COUNCIL ON 15
OCTOBER 2014

AMENDED ON

SHEPHERDSWELL WITH COLDRED PARISH COUNCIL

References

In this entire document the following terms will be used.

“PC” means the Shepherdswell with Coldred Parish Council.

“PC land” means all areas over which the PC has ownership, authority or control.

“Memorial” means benches, planters, plaques, trees or any other object intended to memorialise any person, animal or thing. It does not include graveside memorials or gravestones.

“Applicant” means any person or persons who have applied to install any kind of memorial on PC land.

Philosophy

The Parish Council wishes that PC land be a benefit to parishioners and others. It is keen that residents shall have the possibility to erect memorials on PC land but is mindful of the limited space available.

The PC is mindful also of the reasons for the wish to erect memorials. It reserves the right to grant or not grant permission as it sees fit, after careful consideration of each application, each of which will be treated on its individual merits.

The PC is open to suggestions, comments and advice from parishioners and welcomes such at PC meetings, the dates of which are published in the minutes. These are available at the Post Office and on the website.*

Approval

Applications for memorials will only be approved once the suitability of available sites has been assessed. This assessment will take into account the number of memorials already in place in the intended site; the suitability of the memorial to the site; the variety of memorials already in place on the site, and any other relevant matter that needs to be taken into consideration. These matters will remain at the discretion of the PC.

* www.shepherdswellwithcoldredpc.kentparishes.gov.uk

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Who May Apply

Anyone may apply for the siting of a memorial to any person who

- was born in the parish; or
- was resident in the parish for 10 years or more; or
- has a strong family tie to the parish

All applications should be made to the Parish Clerk on the form entitled Application for Permission to Site a Memorial in the Parish of Shepherdswell with Coldred.

All applications will be considered by the PC at the next council meeting held after the application has been received provided there is sufficient time for it to appear on the agenda; failing this the application will be discussed at the following meeting.

Payment of fees

Any fees due for the siting of the memorial must accompany the application before it may be considered. Should the application be rejected any fees will be refunded.

Responsibilities

Once the application has been approved it is the responsibility of the applicant to install the memorial within three months. Failure to do so may result in the site being no longer available.

The applicant (or anyone to whom the applicant may pass, delegate, or otherwise cause to assume, responsibility) will be responsible for the installation and upkeep of the memorial in all ways. The applicant should bear in mind that any memorial in a public space is liable to misuse and accept the consequences. The PC reserves the right to ask for maintenance in order to preserve the beauty of the parish. Failure to keep the memorial in good repair to the satisfaction of the PC may result in its removal.

It is the responsibility of the PC to monitor the state of any memorial and to notify the applicant if it needs attention. The PC will do so in order to preserve the beauty of the parish.

The PC has a responsibility to the parish as a whole and must consider what is best for the parish.

Health and Safety

All applicants will be responsible for ensuring that

- the memorial is sited safely with regard to those involved;
- the memorial is safe for members of the public to use, pass nearby or stand by;
- and that all reasonable steps are taken to ensure these measures are taken into consideration.

The applicant will also be liable for any injury or damage caused to any person, animal or thing using, passing nearby or standing by the memorial, provided their actions can be considered reasonable.

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The PC will accept no liability for such injury or damage provided it has met its obligations set out under Responsibilities.

Misuse

It is the responsibility of the applicant to make good any damage to the memorial through misuse, vandalism, graffiti or any other wilful or accidental means.

Should the misuse become unacceptable to the PC it has the right to remove the memorial.

Memorials in existence before the creation of this policy

There will be no charges made for memorials in existence before the creation of this policy.

It is current PC policy that donors of memorials are responsible for such in the same way as detailed in this document. There is no change to existing policy.

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Application for Permission to Site a Memorial in the Parish of Shepherdswell with Coldred

Name of applicant	
Address	
Telephone	
Email	
Type of memorial	
Material	
Intended location	
Intended date of placement	
To whom is the memorial dedicated?	
What is that person's connection to the parish?	

I have read the document entitled Policy on Acceptance from Residents of Memorials To Be Placed in Various Locations Within The Parish and agree to abide by the conditions imposed therein.

Signed: _____ Date _____

Please send this application to the Parish clerk at [insert address]