

REDBOURN PARISH COUNCIL

Parish Centre, The Park,
Redbourn, Hertfordshire, AL3 7LR
Telephone No: 01582 794832 / 07436 549584
E-mail: clerk@redbourn-pc.gov.uk



MEMORIAL POLICY July 2023

INTRODUCTION

Redbourn Parish Council understands and respects the wishes of its residents to remember loved ones through memorial benches and trees.

We recently have had several requests for memorial benches to be placed on the Common. It has therefore become necessary for the Parish Council to put a policy in place with guidelines for new applicants including the application criteria, current locations available and type of memorials permitted.

The Policy will be reviewed regularly by the Council.

APPLICATION CRITERIA

Applications will be assessed by the Redbourn Parish Council Commons and Green Spaces Committee based on the following criteria:

	2	1	0	Score
Remembered person's time in Redbourn	More than 30 yrs	10 – 30 yrs	Less than 10 yrs	
Remembered person's community activities	Evidence of involvement in the Redbourn Community for more than 10 years	Evidence of involvement in the Redbourn Community for less than 10 years	No community activities	
Circumstances under which being remembered appropriate to the requested site?	Yes – in prominent place in community that they were active and/or near to home of person being remembered	Favourite place of person being remembered	No connection to person being remembered	

If an application reaches a score of less than three, it will not be put forward for consideration to the Commons and Open Spaces committee. A score of 3 or more will be put to the Commons and Green Spaces Committee as long as the requested location is currently available for new memorials. Other applications may be considered by the Commons and Green Spaces Committee in exceptional circumstances.

If the application meets all criteria but there is not sufficient space at the requested location for a memorial, the Committee reserves the right to recommend alternative locations. In these cases, the location will be suggested as a non-negotiable alternative and if not accepted by the applicant, no further locations will be offered. Memorial trees may be offered as an alternative.

All applications are considered on a case-by-case basis. All decisions are final and at the discretion of Redbourn Parish Council.

REDBOURN PARISH COUNCIL

Parish Centre, The Park,
Redbourn, Hertfordshire, AL3 7LR
Telephone No: 01582 794832 / 07436 549584
E-mail: clerk@redbourn-pc.gov.uk



PERMITTED MEMORIAL TYPES

Seats

Memorials are in the form of a bench, with arms and back rest, where a brass plaque can be placed. In order that Redbourn Parish Council can establish and maintain continuity throughout the Village the following style is offered.



Redbourn Parish Council will purchase seats from our suppliers on behalf of the applicant. Costs for the seat, delivery and installation are subject to change so please contact the Parish Council for a full quote.

Following approval, all memorials must be paid in full by the person making the application before the seat has been installed.

Once an application has been approved it may take up to 10 weeks for installation.

Applicants for memorial benches/trees/plaques are processed all year round.

Trees

Applications for memorial trees will be considered although please note there are limited opportunities for tree planting in Redbourn. The cost of a memorial tree will vary according to the size and species of the tree. Please note we only allow native British species to be planted on parish council owned land.

REDBOURN PARISH COUNCIL

Parish Centre, The Park,
Redbourn, Hertfordshire, AL3 7LR
Telephone No: 01582 794832 / 07436 549584
E-mail: clerk@redbourn-pc.gov.uk



Plaques

Redbourn Parish Council will advise applicants on the size and type of plaque available for benches and trees. The Council reserves the right to approve the wording of plaques. Memorial plaques may also be considered elsewhere in Redbourn.

MEMORIAL LOCATIONS

Memorial benches and trees will be positioned to maximise the benefit for the community as a whole, attempting to accommodate the wishes of the applicant.

There is a wide range of Council owned land locations across Redbourn Village and further details will be available on the Parish Council website. If you have a particular location in mind, please submit an application form and Redbourn Parish Council will consider the application. It cannot consider applications for land that is not owned by the Council.

There are some existing benches that can be refurbished and have a memorial plaque added to them, please speak to the Clerk or Deputy Clerk of the Parish Council for current locations.

We are currently also able to consider applications for memorial benches in the following locations:

- Long Cutt Play Area
- Flamsteadbury Play Area

Due to the current number of existing memorial benches, opportunities are limited in the following locations:

- The Common

The Commons Act 2006 states that the placing of seats on a common which are in keeping with the character and use of land does not require consent.

MAINTENANCE AND REPAIR

Conditions of Dedication

- Memorial benches are installed for 10 years with an option to extend for a further 10 years at a cost of £300 (indexed linked) The Council will attempt to contact the bench donor and offer to extend the period. Where the bench donor chooses not to renew the donation or where it has not been possible to contact the bench donor to offer to extend the period, the Council will remove the memorial plaque and where reasonably practicable return it to the bench donor.
- Once the bench has been installed, The Council then takes liability and responsibility during the 10-year period for the maintenance and reasonable repairs for the bench, covered in the initial cost. No maintenance of any kind should be undertaken by the donor, their family or their representatives.
- If the bench reaches a state of disrepair before the 10-year period (or the extension of a further 10 years), the Council will attempt to contact the owner and ask if they would like to cover the cost of replacement, or whether the memorial should be removed.
- Vandalism and Damage: if the bench is damaged beyond repair, the Council will remove it and will inform the owner of this. Will look to offer a replacement, but this will be at the

REDBOURN PARISH COUNCIL

Parish Centre, The Park,
Redbourn, Hertfordshire, AL3 7LR
Telephone No: 01582 794832 / 07436 549584
E-mail: clerk@redbourn-pc.gov.uk



standard charge applicable at the time to the bench donor. The Council does not hold insurance cover for the damage, loss or destruction of benches.

-
- The Council will not meet the cost if a memorial tree is damaged or needs replacing. The option of replanting may be offered if the tree is still suitable for its location, to be funded by the original donor.

PLEASE NOTE: It will be the responsibility of the memorial owner to ensure that the Parish Council is kept informed of any changes to contact details. If the Parish Council is unable to contact the memorial owner should a bench reach a state of disrepair before a period of 10 years is reached, the Parish Council reserves the right to remove the bench. Same applies to trees, if it becomes damaged, the tree will be removed and not replaced.

APPLICATION PROCESS

1. Applicants need to complete a Redbourn Parish Council memorial application form, which can be requested from the Parish Council on 01582 794832 or email clerk@redbourn-pc.gov.uk, and return it to:
Redbourn Parish Council, Parish Centre, The Park, Redbourn, AL3 7LR
Or email to: clerk@redbourn-pc.gov.uk
2. We will contact the applicant if further information is required.
3. Applications will be presented to the Commons and Green Spaces Committee for approval
4. We will liaise with the applicant once approval has been given regarding installation, payment and logistics.