



## WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire HP22 6DU  
Telephone: 01296 623056 Fax: 0871 236 1550  
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# Memorial Benches and Tree Policy

## Introduction

All requests for memorial benches and trees will be fully considered by Wendover Parish Council (WPC). WPC supports the needs and principles of allowing memorial benches and trees in its parks and open spaces. WPC is mindful that these facilities are enjoyed by a wide range of people and will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

This policy will be made available to the general public and all applicants for memorial benches and trees will be issued with a copy.

## Objective of the Policy

The policy will ensure that only memorial benches and trees are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size in keeping with WPC requirements. All benches and trees will be selected in consultation with the donor and furthermore will be approved by WPC.

The policy will establish responsibility for maintenance, repair and replacement.

WPC will endeavour to offer the highest standards of service in undertaking its management and regulatory responsibility.

## Conditions

- ❖ All Applications for benches and trees should be completed on the official application form and signed by the applicant.
- ❖ Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location. Only seats approved by WPC will be acceptable.
- ❖ The location in which the bench or tree will be placed is determined by the Parish Council, dependent on need and availability. Whilst the Parish Council tries to locate a bench or tree at a requested location this cannot be guaranteed.
- ❖ All memorial benches, trees and plaques should be paid for by the applicant before the completion of the installation.
- ❖ After a period of 10 years WPC will contact the donors to ascertain the future of the bench or tree:
  - a) If the bench is disposed of or the tree has died the plaque will be removed and returned to the donor or their family
  - b) If the bench is disposed of or the tree has died it will be renewed with the appropriate donation



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c) A maintenance fee will be paid to retain the position of the bench or tree whilst it remains in a serviceable condition.

- ❖ WPC has the right to limit the number of memorial benches and trees in particular areas so that they shall not detract from the prime purpose of the parks. The Parish Council reserves the right to refuse applications.
  - ❖ WPC will attempt to notify the applicant in the event that the memorial bench or tree is damaged assuming it has current contact details.
  - ❖ WPC reserves the right to remove any memorial benches or trees that have been damaged and are deemed to be beyond economical repair or unsafe.
  - ❖ WPC cannot guarantee the long-term safety or security of the bench or tree and is not responsible for the replacement of benches or trees resulting from damage or deterioration with age.
  - ❖ If a bench, tree or its plaque is stolen, WPC will not be responsible for providing a replacement.
  - ❖ WPC will not grant applications for memorial benches or trees to pets.
  - ❖ The concreted area, ground works and ground fixing for a bench shall be undertaken by the Parish Council. Applicants will be responsible for all costs of materials.
  - ❖ All plaques on memorial benches will be a maximum size of 175mm wide and 75mm high and will fit in the upper most lath of the back of the bench. Plaques for trees should be no bigger than 200mm by 200mm.
  - ❖ The inscription is to be restricted to "In Loving Memory Of", name of the person, date of birth and death, along with recognition of public office (if appropriate).
  - ❖ WPC will maintain the bench or tree in line with its current maintenance programme but accepts no responsibility to replace the bench, tree or plaque at the end of its useful life. Replacement of benches and trees will be the responsibility of the applicant.
  - ❖ No memorial items e.g., vases flowers, ornaments shall be permitted around or attached to the bench or tree.
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### Document History

Drafted by Parish Clerk	01/05/2018	(version 1)
Review Amenities Committee	15/05/2018	(version 1)
Approved	15/05/2018	(version 2)
Reviewed by Full Council	02/06/2020	(version 3)



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## APPLICATION FOR A MEMORIAL BENCH OR TREE

Date of Application

### Applicants Details:

Full Name  Title

Address

E Mail

Telephone  Mobile

**Please notify us of any change of address so we can contact you if we need to**

Name of person for dedication:

Inscription for the plaque:

Preferred location of the bench/tree

List of preferred locations