



# **Coxhoe Parish Council**

## **Seating and Memorials Policy**

**Approved: May 2023**

**Review Date: May 2024**

## **1. Introduction**

Coxhoe Parish Council recognises the wish for seating and Memorial benches and will consider requests to place these on land it owns. The Parish Council will consider requests for Memorials on an individual basis and retains the right to refuse or limit the number of Memorials.

## **2. Objectives**

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to arrange a Memorial.
- To establish responsibility for the maintenance, repair and replacement of Memorials.
- To ensure that Memorials are not out of place in the area in which they are situated.
- All Memorials must be fully funded by the donor and not incur future financial liability to Coxhoe Parish Council (the manufacturer's guidance on length of useful life will form the basis of future cost estimation).
- The content of this policy may be revised as necessary at the discretion of Coxhoe Parish Council.

## **3. General**

Applications for Memorial Trees will fall under the Parish Council's Memorial Tree Planting Policy.

All applications for Memorials must be made using the application form at Appendix 1.

All requests will be taken to a meeting of the full Council. This process will take time and the applicant should allow time for a decision to be made, following receipt of the application form and full information. This process may take up to six months and where consultation is needed, may take longer.

Coxhoe Parish Council will inform the applicant of the price on receipt of an application form, if the Parish Council is making the arrangements.

Coxhoe Parish Council will attempt to accommodate the wishes of the applications, but it may limit the number and type of benches in a particular area, or add any stipulations at its own discretion. Prior placing of benches or plaques in any area does not convey any obligation on the Parish Council to do similar again. Each request will be considered on its own merits at the time of application.

Coxhoe Parish Council accepts no responsibility if a bench, plaque or Memorial is damaged, vandalised or stolen. Coxhoe Parish Council reserves the right to remove these at any time.

Coxhoe Parish Council will only permit Memorials to individuals. Applications for deceased pets will not be considered.

Benches and Memorials may be limited to those from its own approved supplier or of a type specified by the Council.

No additional mementos e.g. vases, statues, flowers, wreaths, balloons, lights, soft toys or other ornamentation etc., shall be permitted on or around any bench or Memorial. These will be removed without reference to the

original applicant. It would be preferable if they are not put there in the first place, to avoid the Parish Council taking this route.

#### **4. Eligibility for a Memorial**

The person the Memorial is in memory of can be verified as being formerly:

- A. On the Electoral Register of Coxhoe Parish.
- B. A 'close relative' (namely spouse, civil partner, parent, child or sibling) of a current or former inhabitant of Coxhoe Parish.
- C. A member of one of the higher profile organisations of Coxhoe or Quarrington Hill for at least one year.
- D. A 'close relative' of a person who has qualified under one of the other criteria above (except criteria B).

#### **5. Guidelines for donations of Memorials and Memorial Benches**

**Guiding principle:** All donations must be fully funded by the donor and not incur future financial liability to Coxhoe Parish Council (the manufacturer's guidance on length of useful life will form the basis of future cost estimation).

1. Proposals for donations of seating, a Memorial plaque must be for a specific and identified area within the Parish and be made to the Parish Clerk. The Parish Council will consider the suitability of locations for such requests. Where practicable, community views will be taken on board.
2. The style of any Memorial or seating installed will normally be in line with styles in use in the Parish at the time of the donation (subject to availability).
3. Memorial wording or plaques will be of uniform style and size across the Parish and wording must be submitted to Coxhoe Parish Council for agreement in advance.
4. Expected usage and susceptibility to vandalism or anti-social behaviour will be considered.
5. The Parish Council will not be responsible for replacement of the Memorial or seat if it becomes damaged or vandalised. The Parish Council will make efforts to contact and notify the donor if a seat needs to be removed. Memorial plaques wherever possible will be returned to the family if and when the seat is no longer fit for purpose. It is the responsibility of the donor to keep the Parish Council informed of their contact details.
6. If a request for a Memorial or seat is refused, the Parish Council will suggest the donor considers supporting other projects in the Parish such as planting bulbs or a Memorial tree.

#### **6. General Requests for Seating**

**Guiding principle:** All seating requests will be considered from a cost benefit point of view with due consideration of future financial liability to Coxhoe Parish Council (the manufacturer's guidance on length of useful life will form the basis of future cost estimation).

- a) Requests for seating from Parishioners must be for a specific and identified area within Coxhoe Parish Council and be made to the Parish Clerk using the form at Appendix 1.

- b) The style of any seating installed will normally be in line with styles in use in the Parish at the time of installation (subject to availability).
- c) Expected usage and susceptibility to vandalism or anti-social behaviour will be considered.
- d) At review time the continued provision of seating will be subject to a cost benefit analysis and provision may be discontinued.
- e) Due consideration will be given to providing seating across the entire Parish but past and future usage will also be considered.
- f) Coxhoe Parish Council will make the final decision in all cases.

## **7. Notes**

Coxhoe Parish Council will have the right to refuse any request if the area is deemed full or not suitable, the Memorial request is of a type not permitted by the Council or the request comes for someone who has not lived in or has no connections with Coxhoe Parish (see item 4 above for eligibility), or for any other reason determined by Council.

Coxhoe Parish Council will hold ownership details on file for the sole purpose of the management only and will only contact the owners if there are any issues relating to the Memorial or seat. If there is no response from the registered owner within the timescale given, the Parish Council will take necessary action to ensure safety and resolve the issue.

Please complete the Application Form and declaration below and ensure you keep your details up to date and inform Coxhoe Parish Council of any change of address or contact details. All information is held in accordance with data protection law and the Parish Council's Privacy Notice can be found on the website:

<https://www.coxhoeparishcouncil.gov.uk/important-documents-and-policies/privacy-notice-september-2018/>

## Appendix A – Application to place a Memorial in Coxhoe Parish

Please fill in all sections. Please ensure that you sign the declaration overleaf.

Important: Your application can only be processed if all the questions are answered, the Declaration is signed and if we receive a completed consent form.

When completed please return this application to:

The Parish Clerk, Coxhoe Parish Council, Coxhoe Village Hall, Front Street East, Coxhoe, Durham, DH6 4DB.

Email: [clerk@coxhoeparishcouncil.gov.uk](mailto:clerk@coxhoeparishcouncil.gov.uk)

This form, fully completed, must be received by Coxhoe Parish Council before a decision can be made. Coxhoe Parish Council will not accept responsibility for loss or delay of forms or payment. It is the responsibility of the Applicant to ensure that the required details are correct.

Please complete all the following sections:

Name of person the Memorial is to be in memory of	
Type of Memorial requested	
Eligibility for a Memorial (See section 4 of this Policy)	
Full Name of Purchaser	
Address including postcode	
Contact Telephone Number	
Email address	
Relationship to the person the Memorial is in memory of	
Proposed wording for any plaque	

### Declaration

I declare that:

- To the best of my knowledge and belief the information I have given is correct.

- I understand that Coxhoe Parish Council accepts no responsibility if a Memorial is damaged, vandalised or stolen.
- I understand that Coxhoe Parish Council reserves the right to remove Memorials at any time.
- I authorise the Council to make any necessary enquiries to verify the information on this form.
- I understand that additional conditions may be attached to support this application and that an application is not granted until approval is received in writing from the Parish Clerk.
- I understand that no additional mementos e.g. vases, statues, flowers, wreaths, balloons, lights, soft toys or other ornamentation etc., shall be permitted on or around any bench or Memorial.
- Payment for the full cost or investigations will be made to the Parish Clerk upon receipt of the invoice and I understand that if the Parish Council is to make arrangements, items will not be purchased until full payment is received.

Signed:

Print Name:

Date:

For Office Use Only:

Approval granted/declined

Date of Meeting

Minute Reference