

Old Stratford Parish Council

Memorial Installation Guidance

Status	Adopted
Date Adopted	8th August 2023
Minute Reference	Minute 4
Adopting Committee	Full Council
Date of next review	August 2024

1. Background to Policy

Over the past few years Old Stratford Parish Council have received a number of requests to install a memorial seat/bench on Parish Council land. This document sets out the Parish Council's requirements for the installation and future maintenance of such memorials.

2. General Requirements

Before any installation takes place the applicant should contact the Parish Council and submit a plan of where the memorial seat/bench would be placed.

Once permission has been approved the applicant will be held responsible for the installation and upkeep of the said memorial.

The seat/bench must be fixed to a solid plinth to ensure that the item is secure and cannot be moved or fall onto passers-by.

The item must be maintained on a regular basis and the Parish Council will also inspect the item in a timely manner, any problems reported to the Parish Council it will notify the person who has requested the memorial. At which point they will be held responsible for any repairs. If repairs are not carried out in a timely manner the Parish Council will contract the refurbishment out and the applicant will be invoiced for the cost of repair.

Anyone wishing to install a seat/bench memorial along the river walk off Oxfield Park should be mindful of the fact that at a certain point the walkway becomes a flood plain. If the memorial becomes immersed in water for any period of time then damage will occur.

The memorial site should not become a main shrine, a seat/bench and possibly one tree may be permitted but permission would not be given for the site to be planted year on year.

As with the maintenance of the seat/bench it will be the responsibility of the applicant to maintain any tree or shrub within the memorial site. The Parish Council will reserve the right to ensure that the memorial site is maintained to a safe, clean and tidy standard, if this is not the case the Parish Council will carry out any necessary repairs/maintenance and the applicant of the memorial site will be invoiced for any cost incurred by the Parish Council.

A member of the Parish Council will conduct an inspection of the memorial site to ensure that it is maintained to a standard set by the Parish Council.

To Note: Highways Authority permission (s50) would be required if seeking to site on highway land, even if maintained by the Parish Council, This will include other monuments