



Memorial Dedications Policy

Adopted by Faversham Town Council on 6 March 2017

OBJECTIVES OF THE POLICY

Faversham Town Council recognises the need to allow memorials benches, trees and shrubs on land in its ownership or care. The Council will ensure that the issue is managed and regulated for the mutual benefit of all. The policy will be regularly reviewed and proposed amendments shall be submitted to the Council for approval. This policy will be made available to the general public and all applicants for memorial benches, trees and shrubs will be issued with a copy.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin, executor or an organisation with the permission of the next of kin and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

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

The Council, through this policy, will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

LOCATION

Land in the ownership of the Council is limited to Stonebridge Pond and the Town Green.

The planting of Memorial trees and shrubs will only be carried out between November and February to ensure the most efficient growing conditions.

MEMORIALS

The Council will limit the number of memorial benches so that they shall not detract from their prime purpose. The Council reserves the right to refuse applications on this basis.

Subject to there being a suitable location, Faversham Town Council can offer the following memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench

The Council shall specify the type of benches, trees and shrubs to be installed/planted to be in keeping with the intended location.

MEMORIAL DEDICATION PERIOD

All memorials are based on a 10-year agreement, and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the ongoing maintenance for the 10-year period.

Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.

INSCRIPTIONS FOR BOTH BENCH & TREE PLAQUES

Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

The inscription on the plaque is to be "In (Loving) Memory of" the name of the person and the dates of birth and death. Further inscription will be at the discretion of the Town Clerk.

PROCESS

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and planting/installation of the preferred memorial.

The Council reserves the right to remove any memorial benches, trees or shrubs that have been damaged and are in the view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council, or any third party on behalf of the Council, carries out routine maintenance.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

PAYMENT

Payment is required with every completed application form. Cheques should be made payable to Faversham Town Council.

CONDITIONS

The Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.

Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, the Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

The Council will maintain responsibility for the memorial and associated plaque during the 10-year period. This will include any preservation, treatment and minor repair works.

ALTERNATIVE SITES

Faversham Town Council will be pleased to contact either Swale Borough Council or Kent County Council on your behalf to assist in finding a suitable memorial location in other locations in Faversham, which are not in the ownership of Faversham Town Council.