

# RIVERHEAD PARISH COUNCIL

## GUIDELINES FOR THE PLACEMENT OF MEMORIALS ON LAND UNDER THE CONTROL OF THE PARISH COUNCIL

### Introduction

Riverhead Parish Council recognises the wish for memorials and will consider a memorial on land owned or managed by Riverhead Parish Council.

The Parish Council will consider requests for memorials on an individual basis but within certain guidelines as set out below and retains the right to refuse or limit the number of memorials.

### Procedure

The initial contact for all requests for the placement of a memorial is The Clerk, Riverhead Parish Council, Riverhead Village Hall, Amherst Hill, Riverhead, TN13 2EL, 01732 461278, [clerk@riverheadparishcouncil.org.uk](mailto:clerk@riverheadparishcouncil.org.uk)

All requests will be considered by the Parish Council with regards to the appropriateness of the request, type of memorial and subject to the guidelines set out below.

Memorials shall normally be limited to benches, trees and flower gardens. No additional mementos e.g. vases, statues, wreaths, balloons, stones, coloured stakes or other ornamentation etc., shall be permitted on or around the memorial. These will be removed without reference to the original donor.

Any request for a bench within the Riverhead Parkland will be considered by the Parkland Sub-Committee.

Following consultation with the requesting party the Parish Council or Sub-Committee as appropriate, will suggest the type of memorial most appropriate for the site, its exact location subject to any other considerations such as the primary use of the site and the number of other memorials within the same location.

In certain circumstances the decision on the placement of any memorial may fall to Full Council.

The contractor to be used and date of subsequent installation of any memorial shall only be undertaken with the agreement of the Parish Council.

The Parish Council may keep a record of any donors and their contact details in accordance with any Data Protection Regulations.

The Parish Council will not be liable for relocation of memorials should any other authority or landowner decide to change their policy and rescind the permission to host memorials on their property.

Riverhead Parish Council reserves the right to remove memorials at any time.

### Suitable sites

Requests will be considered for:

- a. The Riverhead Parkland;
- b. Macartney Allotment Garden;
- c. Broadmead Allotment Garden;
- d. other land owned by Riverhead Parish Council, and;
- e. any other non-privately owned land within the Riverhead Parish Council boundaries but subject to agreement from any other interested third parties.

Any donor making a request should be mindful that the requested location may fall within the Riverhead Conservation Area and other restrictions may apply.

## **Principles**

Riverhead Parish Council consider that the placement of any memorial should:

- a. be respectful and sympathetic;
- b. not detract from the prime purpose of any site;
- c. maintain the quality of appearance of any site, and;
- d. be mindful of any contrasting needs of the different users of any site.

## **Benches**

Subject to any of the above the placement of Benches will be considered together with a small plaque.

Following consultation with the donor the type and size of any bench must be of the type agreed by the Parish Council or appropriate Sub-Committee in order to be coordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements.

The style of any plaque together with the inscription will need approval by the Parish Council.

The request for a bench within the Riverhead Parkland or any Allotment Garden should be accompanied by a specific reason why the Parkland or Garden is most appropriate and not elsewhere within the Parish.

The Parish Council may limit the number of benches within particular areas.

The Parish Council may undertake regular assessments of any benches and reserves the right to remove any bench not considered safe and fit for purpose. If appropriate any related inscribed plaque shall be returned to the donor or disposed of if contact cannot be made.

The Parish Council reserves to right to re-site a bench should this become necessary.

The Parish Council shall accept no liability if a bench is damaged or stolen by a third party.

## **Trees, Shrubs or other Flowers and Bulbs**

Subject to any of the above the planting of a Tree or Trees, Shrubs or Flowers will be considered.

Following consultation with the donor the Parish Council or appropriate sub-committee shall decide the exact location, type of tree, shrub or flowers most appropriate for the site being considered.

The attachment of a suitable ribbon to a tree may be permitted. Memorial plaques will be permitted on or near trees, shrubs or flower gardens in exceptional circumstances only.

It will be the responsibility of the donor to water or otherwise maintain any newly planted tree, shrub, flowers or bulbs until they are established and self-sufficient.

Any stakes surrounding the initial planting of trees or shrubs shall be removed after one year.

The Parish Council may undertake regular assessments of any trees and shrubs and reserves the right to remove or maintain any such item not considered safe and fit for purpose.

The Parish Council shall accept no liability if a tree or shrub is damaged or stolen by a third party.

## **Statues**

The placement of Statues, Stones or other similar ornaments are not considered suitable for the Riverhead Parkland and would not normally be considered suitable for elsewhere within the Parish.

## **Other items**

Under exceptional circumstances any other request for a memorial not listed above may be considered by the Parish Council but may be subject to a decision by Full Council.