

Memorial & Commemorative Policy and Procedure

Cringleford Parish Council

INTRODUCTION

1.1 Cringleford Parish Council supports the needs and principles of allowing memorial items, such as benches and trees, within the parish and is mindful that these facilities can be enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

2 LOCATIONS

2.1 Parish Council owned land (see: <https://www.cringlefordpc.org.uk/wp/wp-content/uploads/2017/02/Land-2.pdf>)

3 POLICY – Terms & Conditions

3.1 All applications for memorial items should be completed on the official request form (attached) and be signed by the applicant. All items to be approved by the Parish Clerk prior to purchase.

3.2 The type and style of each item is to be agreed with the Parish Clerk before purchase, who may seek advice on the product and approval from the Council.

3.3 Delivery date and address to be agreed with the Parish Clerk, who will arrange installation or oversight by Parish Council staff as required.

3.4 The Parish Council may limit the number of items in particular areas at its discretion.

3.5 Other than an annual visual health and safety inspection by Parish Council staff as necessary, maintenance of the item is the responsibility of the applicant. The Parish Clerk will notify the applicant in the event that an item requires maintenance and, if appropriate, it can be carried out by Parish Staff for an at cost fee. The applicant should ensure that the Clerk is in possession of current contact details.

3.6 Any maintenance carried out by a third party must be in strict agreement with the Parish Council and by appointment only.

3.7 The Parish Council reserves the right to remove any memorial items that have been damaged and are in the view of the Parish Council beyond economical repair or repair has not been agreed within 4 weeks of the notification referred to in (3.5) above.

3.8 The Parish Council accepts no liability for damage to any memorial items from vandals, third parties or whilst the Parish Council carries out routine maintenance.

3.9 The Parish Council accepts no replacement liability for the item at the end of its useful life and will dispose/remove any such item. Any replacements of memorial items will be the responsibility of the original applicant.

Memorial Item Enquiry Form

Please complete, print and return to: Parish Clerk, clerk@cringlefordpc.org.uk / The Willow Centre, Cringleford, Norwich. NR4 7JJ.

Section A – Your contact details

Name.....

Address.....

Telephone E-mail:

Section B

I would like my item (please specify.....) to be placed (please supply marked map / plan or what3words location)

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Section C - Memorial plaque for item (if required)

Plaque to be in the name of

Please print your memorial message for the plaque below (for Council approval)

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I confirm that I have read the above information regarding ongoing maintenance etc. If authorised, the Parish Clerk will liaise with applicants over installation date.

Signed..... Date.....

Cringleford Parish Council confirms that approval has been granted for the above item to be installed, via the Parish Clerk.

Signed on behalf of Cringleford Parish Council by

..... Date

Parish Clerk