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# **Mill Pond Conservation Area**

## **Memorial Trees and Benches Policy 2021**

**Adopted Parish Council Meeting 12 February 2020 – Minute 5745(i)(c)  
Reviewed Parish Council Meeting 14 April 2021 – Minute 5964(i)(e)**

## **Introduction**

The area of land known as **MILL POND CONSERVATION AREA** (the Conservation Area) was gifted to Potterspurty Parish Council (the Council) by the family of the late Audrey and Robert Wintle. The vision of the Council is to create a wildflower meadow, a wet/boggy area, tree and hedge planting and support and introduce new wildlife thus creating a pleasant and peaceful area for residents to enjoy.

## **MEMORIALS**

The Council recognise that it may be the wish of local residents to remember loved ones with a memorial. A memorial tree or bench is a popular choice. Due to the very limited space available restrictions will apply regarding the number, location and the variety of tree or style of bench.

**MARCH 2021: ALL AVAILABLE SPACE FOR MEMORIAL BENCHES HAS BEEN ALLOCATED TO FOUR APPLICANTS AND NO FURTHER BENCH APPLICATIONS CAN BE CONSIDERED. APPLICATIONS FOR TWO MEMORIAL TREES HAVE BEEN RECEIVED LEAVING AVAILABILITY FOR APPLICATIONS FOR TWO MORE TREES.**

### **Guiding principles:**

- To be respectful and sympathetic to those seeking to install a memorial.
- To ensure that the primary conservation purpose is not compromised.
- To ensure that a natural appearance is maintained.
- To establish who is responsible for maintenance, repair and replacement of memorials.
- That permission is granted by the next of kin.
- Have a common appearance, style and size in keeping with the overall appearance of the area.
- Will not cause offence to others.
- The Council will attempt to accommodate the wishes of applicants, but it reserves the right to limit the number of memorials.
- The Council will only consider requests for memorials to individuals with a close connection with Potterspurty.
- Applications to commemorate historical events or deceased pets will not be considered.

## **Memorial Trees**

- Due to the very limited space available, the number of memorial trees will be limited to **four trees**. **MARCH 2021: APPLICATIONS FOR TWO MEMORIAL TREES HAVE BEEN RECEIVED LEAVING AVAILABILITY FOR APPLICATIONS FOR TWO MORE TREES.**
- Only native trees from a specified list to support the conservation objectives will be permitted.

- The tree will need to fit into the planting scheme and the planting location will be discussed and agreed with the applicant.
- Trees will be obtained from a UK-based supplier and sourced by the Council
- The applicant will be expected to pay for the total cost of the tree, including delivery to the Conservation Area, the cost of planting the tree, including a site visit with the applicant to agree the location. The applicant must make payment in advance to the Council.
- The Council will only plant trees during winter or spring months in accordance with best practice to give the tree the best chance of survival. Applicants will be advised of the planting date so that they can be present when the tree is planted. After planting the tree will be managed in line with the Council's current maintenance programme.
- The Council will not be held responsible for any damage (natural or criminal), vandalism or theft, or held liable for the replacement of diseased trees or trees which fail to thrive after five years. Any replacements of memorial trees by applicants remains at the discretion of the Council. The original applicants will have to follow the same application process as set out in the policy.
- Memorial plaques will not be permitted on or near trees. No additional mementoes (statues, photographs, wreaths, vases, etc.) will be permitted on or around the tree. Placements of a floral (natural not artificial) tribute or single flower (without cellophane) at the base of the tree will be allowed on one significant day per year.
- The Council will not be held responsible for any damage, vandalism or theft of the memorial plaque.
- Applications for memorial trees will be considered by the Council on a first-come, first-served basis.

### **Memorial Benches**

Due to the limited space in the Conservation Area, only **four benches** will be permitted. Applications will be considered by the Council on a first-come, first-served basis.

**MARCH 2021: ALL FOUR MEMORIAL BENCHES HAVE BEEN ALLOCATED AND NO FURTHER APPLICATIONS CAN BE CONSIDERED.**

- Benches must be of the type, design and colour specified by the Council.
- The bench material must be dark green recycled plastic.
- Benches will be obtained from a UK-based supplier and sourced by the Council.
- The applicant will be expected to pay for the total cost of the bench, including delivery to the Conservation Area and installation at the location agreed by the Council. The applicant must make payment in advance to the Council.
- Delivery access to the Conservation is by prior appointment only, through the Council.
- Installation, as agreed by the Council, will usually take place at a time when the ground is firm and dry and to cause the least disruption to flora and fauna.

- Memorial plaques must be fitted on the uppermost lath of the back of the bench by the Council.
- The plaques must be stainless steel or aluminium, approximate dimensions 300mm x 40mm for rectangular plaques. The applicant may choose simple wording, such as “In Memory of .....” with dates.
- No additional mementoes (such as statues, photographs, flowers, wreaths, vases, etc.) will be permitted on or around the bench. Placement of a floral (natural not artificial) or single flower (without cellophane) will be allowed on one significant day per year.
- The Council accepts no replacement liability for the plaque or the bench if stolen or damaged. Replacement of benches or plaques will be the responsibility of the original applicant and the applicant will need to follow the same application procedure as set out in this policy.
- The Council will be responsible for any reasonable repairs and maintenance within its current maintenance programme. Any maintenance by a third party after initial installation will be by strict prior arrangement with the Council.
- Should a bench become unsafe or unsightly, the Council will notify the applicants of its intention to remove the bench. The Council will endeavour to return the personalised plaque to the applicant should a bench be removed.

### **Ashes**

- Whilst the Council respects the wishes of families to scatter ashes, the conservation and recreational purpose of the Conservation Area and users must be considered, and therefore, ashes may only be scattered in a specific area, previously agreed by the Council.
- Ashes may **not** be buried.
- Memorial plaques, mementoes (statues, photographs, wreaths, vases, etc.), will not be permitted where ashes are scattered. Placements of a floral (natural not artificial) tribute or single flower (without cellophane) will be allowed on one significant day per year.

### **Applications**

**If you would like a memorial tree in Mill Pond Conservation Area, or to scatter ashes, please contact:**

**Jane Spence, Parish Clerk, Potterspurty Parish Council  
email: [clerk@potterspurtypc.org.uk](mailto:clerk@potterspurtypc.org.uk) – phone: 01604 587265**

The applicant must have written permission from the next of kin.

Applications will be considered at the next available full Parish Council Meeting.

**Updated March 2021**