

Lavant Parish Council supports the principle of allowing memorial benches/picnic-tables and/or trees within the parish but is mindful that these facilities are enjoyed by a wide range of people. Therefore the Parish Council will ensure that the application of this principle is managed and regulated for the mutual benefit of all.

The policy only covers broad common issues and is not therefore exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

Benches/Picnic-Tables

The Parish Council is prepared to consider the installation and adoption of benches and picnic-tables made of natural unpainted sustainable hardwood (preferably teak). Dimensions should be no longer than 6ft (1.8m) where the proposed site is on land owned by the Parish Council. The extent of the Council's adoption will be limited to holding the items on the Council's asset register for insurance purposes, and in compliance with any licence requirements of WSCC if applicable.

The Parish Council will not adopt or control benches/picnic-tables sited on private land; in such cases the siting is entirely a matter for negotiation between the donor and the landowner.

The Parish Council can install benches/picnic-tables on land owned by the Goodwood Estate or WSCC as it is mandated to control such land by agreement with these two bodies eg part of the village green, and Centurion Way.

Trees

The Parish Council is prepared to consider the installation and adoption of memorial trees where the proposed site is on land owned by the Parish Council. The Parish Council will not adopt or control trees planted on private land; in such cases the siting is entirely a matter for the donor and the landowner.

It is recognised that the most popular location for memorial trees is around the perimeter of the Recreation Ground (Village Green). The Parish Council does not own the whole of the green but does control what is planted on it and what is removed, by agreement with the Goodwood Estate.

Given the need to consider existing planting, and to prevent overcrowding for the general well-being of all trees, it will not always be feasible to allow planting on the green, although opportunities may occasionally arise to replace dead or felled trees.

Other locations are possible (eg Centurion Way) and these would need to be discussed with the Parish Council. In the future these locations will include community orchards and afford the opportunity to dedicate fruit trees and walnut trees.

Terms and conditions

General

1. All applications for memorial benches / picnic-tables / trees should be made on the official request form and be signed by the donor.
2. The Parish Council will keep a record of donors and contact details, in accordance with Data Protection laws. It is the responsibility of the donor to update the Parish Council of any change to these details.

Benches / Picnic Tables

1. The Parish Council can install benches/picnic tables following receipt of a contribution covering the material cost of the installation, and future maintenance costs from the Donor. The Donor will be responsible for purchasing the bench/picnic table and any associated plaque or cost of inscription.
2. Benches should be of the type and colour approved by the Parish Council to be in keeping with the intended location. The Parish Council may limit the number of memorial benches/picnic-tables in particular areas.
3. The Parish Council reserves the right to remove any donated benches/picnic-tables which are in the view of the Parish Council beyond economical repair or no longer fit for purpose through age or damage. Regular inspections by the Parish Council will determine if a bench etc is safe and fit for purpose, and the Parish Council or its officers shall be the final arbiters of such a decision to remove any item.
4. The Parish Council accepts no liability for damage to any memorial bench from vandals or third parties. The Council's standards of maintenance will be a requirement to keep the bench fit for purpose and clean.
5. The Parish Council accepts no replacement liability for the bench/picnic-table or plaque at the end of its useful life and will dispose of any such item, where possible returning the plaque to the donor/donor's family. Any replacement of bench/picnic-table/plaque will be the responsibility of the original donor.
6. If a donated bench/picnic-table becomes damaged or unserviceable, it will be removed and the donor informed where possible. If the Parish Council can successfully claim for a replacement under the terms of its insurance, the item will be replaced at a cost the donor commensurate with the insurance excess payable. Otherwise the original donor will be given the option to replace item at their expense.
7. The Parish Council will not be liable for relocation of benches/picnic-tables should WSCC or any other authority or landowner decide to rescind their permission to allow the installation of such items on their property.

Trees

1. Trees should be appropriate to the setting and preference will be given to native long-living deciduous species e.g. oak, beech, lime, birch, walnut. Ornamental species can be considered providing they bear fruit (rowan).
2. The Parish Council can plant the tree and install a plaque – if required – on behalf of the donor, and subject to the plaque being of a size not exceeding **20cmW X 15cmH** and sited to allow for ease of mowing. The donor will be responsible for purchasing the tree and any associated plaque.
3. The Parish Council will regularly inspect and monitor the health of the tree after planting, and reserves the right to fell, or remove any diseased or damaged limbs as

necessary for the health of the tree and/or public safety. Regular inspections by the Parish Council and its specialist advisers will determine if the tree is safe and the Parish Council or its officers shall be the final arbiters of any decision in this regard.

4. The Parish Council accepts no replacement liability for the tree or plaque at the end of its natural life and will dispose of any such item, where possible returning the plaque to the donor/donor's family. The Parish Council will bear the cost of removal, any replacement of the tree and/or plaque will be the responsibility of the original donor.

Adopted on:

Minute number:.....

Signed:
Chair, Lavant Parish Council

APPLICATION REQUEST FOR A MEMORIAL BENCH / PICNIC-TABLE OR TREE

Full Name: _____

Address: _____

Postcode: _____ Telephone: _____

Email: _____

(Please notify us of any change of name or address so we can contact you if required).

Memorial Bench / Picnic Table

Proposed Location of bench: _____

I agree that, once approval for a bench/picnic table has been granted, I will purchase and take delivery of the agreed bench/table in accordance with the Council's Memorial Policy and notify the Parish Council when it has arrived. I will make a contribution towards the installation and ongoing maintenance of the bench.

Total due: £300 by cheque payable to Lavant Parish Council or by bank transfer:

Account Name: Lavant Parish Council, Sort Code: 60-05-24, Account Number: 96174757

Memorial Tree

Proposed species of tree: _____

Proposed location of tree: _____

Name of person for dedication: _____

I agree that, once approval for a tree has been granted, I will purchase and take delivery of the agreed species in accordance with the Council's Memorial Policy and notify the Parish Council when it has arrived.

Dedicatory Plaque

Yes / No (please delete as applicable)

Name of person for dedication: _____

Proposed inscription: _____

Signed: _____

Dated: _____