

# HOUGHTON AND WYTON PARISH COUNCIL

## Memorials Policy

Traditional forms of Memorial are covered in this policy. The Parish also has a list of various community needs, in common with other Parish Councils. Many of these needs are constantly changing. An item from this list, funded by a Parishioner as a memorial or legacy, would be another way of ensuring that any gift satisfies a community need, and brings about a community benefit. The Houghton & Wyton current list is always available from the Parish Clerk if desired, and potential donors may also wish to review the Houghton & Wyton Legacy Policy.

The Parish Council is mindful to acquire land within the Parish in order to create a Garden of Remembrance should the opportunity arise. However, this remains a future objective.

### **POLICY**

#### Introduction

Houghton and Wyton Parish Council supports the needs and principles of allowing forms of Memorials to Houghton and Wyton Parishioners, and will ensure that the issue is managed and regulated for the mutual benefit of all. The content of this policy will be subject to revision from time to time, dependent on the availability and style of locations and forms of memorial.

#### Terms and Conditions

1. Applications must be completed on the official request form.
2. Memorials in the normally- accepted forms of Benches, Trees or Works of Art will be considered, but other forms of remembrance can also be offered for consideration, especially those which fulfil a community need. The Parish Legacy Policy contains suggestions regarding proposed amenities and improvements, a current list of which can be obtained via the Parish Clerk.
3. The Parish Council will, if necessary, limit the numbers of memorials, dependent upon the availability of locations, and may reject any memorial which is considered unsuitable due to proposed style, size, colour etc.
4. All forms of memorial must be purchased and installed at the applicant's expense, after approval by the Parish Council, and may incur a sum donated for future maintenance if deemed appropriate.
5. Memorials shall immediately become the property of the Parish Council; donations mean sponsorship, not ownership.

6. The Parish Council will notify the donor or his/her representative in the event that a memorial is damaged or removed without permission; therefore the applicant must ensure that the Parish Council always possesses a record of the applicant's contact details. Donated items will, if deemed necessary, be covered by the Parish Council's insurance.
7. The Parish Council reserves the right to remove any damaged memorials which are, in the view of the Parish Council, beyond economical repair or have not been repaired/replaced. Such action may be taken if the donor has not replied within 4 weeks of notification by the Parish Council.
8. The Parish Council accepts no liability for damage or loss of a memorial, whatever the circumstances.
9. Types and varieties of trees, and preferred locations being considered by an applicant, should be discussed with the Parish Tree Warden prior to submitting an application for final consideration by the Parish Council.
10. Benches in particular will be of a type and colour specified or agreed by the Parish Council, to be in keeping with the intended location. (See attached examples of one type of approved design in various sizes).
11. Memorial plaques to be a maximum size of 175mm wide and 75mm high. (See attached example). Wording (see attached example of one form of acceptable wording) must be approved by the Parish Council.
12. Any installation or maintenance carried out by a Third Party will be in strict agreement, in advance, with the Parish Council.
13. A ceremony or gathering at the time of dedication of a memorial is permitted, but must be arranged in advance with the Parish Council.

A current list of Parish proposed amenities and improvements, some of which you may wish to consider as alternatives to traditional types of Memorial, can be obtained from:

The Parish Clerk  
46, St Margarets Road  
Wyton  
PE28 2AN.  
Tel: 01480 467209  
Email: [clerk@houghtonwytonpc.co.uk](mailto:clerk@houghtonwytonpc.co.uk)

# APPLICATION REQUEST FOR A MEMORIAL

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

POST CODE \_\_\_\_\_

PHONE \_\_\_\_\_

Name and address of Parishioner (Deceased) for whom Memorial is requested.

\_\_\_\_\_

\_\_\_\_\_

Type of Memorial (Attach Photo if possible) \_\_\_\_\_

\_\_\_\_\_

Preferred Location \_\_\_\_\_

\_\_\_\_\_

Alternative Location \_\_\_\_\_

\_\_\_\_\_

Please return completed form to The Parish Clerk, 46 St Margarets Road, Wyton, PE28 2AN.

Or to [clerk@houghtonwytonpc.co.uk](mailto:clerk@houghtonwytonpc.co.uk)