



STEYNING PARISH COUNCIL

Memorial Tributes Policy & Application Form

Steypning Parish Council operates a Memorial Tributes Scheme, which allows for Steypning residents or relatives of Steypning residents to pay tribute to a loved one by applying to SPC for an agreement to provide a memorial installation on land owned by Steypning Parish Council. If you wish to make a donation towards a memorial seat, tree or other, and which by agreement with SPC can be sited within the parish of Steypning, then please provide your full details below. The SPC Community Committee is charged with making this decision unless stated otherwise.

Contact Details
Name
Address
Post Code
Telephone number
Email Address
In memory of

By signing this form, I agree to the terms and conditions of the Council's Memorial Tribute Policy and agree to the Council processing my personal information and request and agree to correspondence with me in accordance with the Council's Privacy Notice.

Signed

Date

Steypning Parish Council
The Steypning Centre, Fletcher's Croft,
Steypning, West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

Contact the Clerk on 01903 812042 or
clerk@steypningpc.gov.uk

Steyning Parish Council

Memorial Tributes Policy

Terms and Conditions

General Terms and Conditions

1. Memorial Seats (and Benches)

- 1.1** Memorial Seats are donated for a term of up to 20 years.
- 1.2** The Council will place the donated seat at a location agreed with the donor prior to the donation being accepted; all locations are approximate however, and the Council while endeavouring to place and maintain the seat in the agreed position reserves the right to re-position it in the light of any unforeseen or changed circumstances.
- 1.3** Once donated, the seat becomes the property of the Council which at its absolute discretion will carry out repairs due to wear and tear or vandalism to the seat or will permanently remove the seat if it decides that repair or maintenance is no longer appropriate.
- 1.4** At the end of the donation period or when the seat is permanently removed if sooner, the Council will remove the plaque and will re-assign the site to another donor unless, in its absolute discretion, it decides that the original seat is still serving a useful purpose in that position. The plaque will be offered to the donor using the last known contact details, to allow that donor the choice of extending the period of memorial remembrance.
- 1.5** The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 1.6** Seats are allocated on a first come first served basis with only one donation/family per seat.
- 1.7** The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a seat to be removed. The Council will always endeavour to contact the donor beforehand at their last known address.
- 1.8** It is the responsibility of the donor to contact the Council with any change of contact details otherwise, the last known details will be used, the Council is not under any duty to make any further or alternative attempts to contact the donor.
- 1.9** The type of seat used at any site is determined by the Council at its absolute discretion. Variation in the type of seat can be requested by the donor, but variations must first be discussed with the Clerk as they are less likely to be permitted and agreed by Committee if they do not conform to, are in keeping with, or add an aesthetic value to the proposed site.
- 1.10** Seats may be either fixed to the ground, installed into concrete, or paving slabs, or placed on site according to the location. At the discretion of the Council, a seat may be placed on a concrete plinth or paving to prevent soil/grass erosion. The cost of this type of installation and in any case the cost of any installation is additional to the cost of the seat, and it is this cost which is requested that the donor pays.
- 1.11** If a donor chooses to extend the period of that seat donation beyond the original 20 years agreement then a much-reduced fee will be discussed and agreed with the clerk to cover that period of extension, in keeping with the term of that extension, the likely remaining 'life' of that installation, and any associated additional maintenance requirements. These requests are an administrative function of the clerk's office and will not necessarily require Council approval.

- 1.12** It is sometimes possible for an existing seat to be re-purposed or renewed as and when that seat is no longer within the initial donorship period and the original requester has not asked for an extension to their commemorative period. In this instance a fee will be determined based upon the likely remaining 'life' of that installation, and any associated additional maintenance or ground works requirements, which will be at the discretion of the Council. These requests are likely to be less costly than a new installation but more costly than an extension period arrangement and in any case will need Council approval based upon the details of the re-purposing/renewal.

2. Memorial Trees

- 2.1** Memorial Trees are donated for the natural life of that tree.
- 2.2** The Council will place the donated tree at a location agreed with the donor prior to the donation being accepted; all locations are approximate however, and the Council while endeavouring to place and look after the tree in the agreed position reserves the right to remove it should a need require it to do so and in the light of any unforeseen or changed circumstances. If this should happen within 10 years of the original donation then SPC will endeavour to plant a replacement in a location at the discretion of SPC.
- 2.3** Once donated, the tree becomes the property of the Council which at its absolute discretion will carry out tree surgery and other maintenance due to wear and tear or vandalism or disease or will permanently remove the tree if it decides that maintenance is no longer appropriate.
- 2.4** The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 2.5** Trees are allocated and planted on a first come first served basis with only one donation/family per tree or other tribute.
- 2.6** The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a tree to be removed. The Council will always endeavour to contact the donor beforehand at their last known address.
- 2.7** It is the responsibility of the donor to contact the Council with any change of contact details otherwise, the last known details will be used, the Council is not under any duty to make any further or alternative attempts to contact the donor.
- 2.8** The type of tree planted at any site is determined by the Council at its absolute discretion, and in keeping with the agreed planting plans for the associated area of land in which it is to be planted. Variation in the type of tree can be requested by the donor, but variations must first be discussed with the Clerk as they are less likely to be permitted and agreed by Committee if they do not conform to, are in keeping with, or add an aesthetic value to the proposed site.
- 2.9** Trees will likely be staked into position and could be tree-guarded if requested and paid for by the donor and agreed by the Council
- 2.10** If a tree memorial request cannot be processed by the Council due to lack of appropriate positions then with the agreement of the donor, the clerk will pass on the details of the request to the Steyning Community Orchard Group {SCO Group} to see if that group might be able to find a location within the Steyning Parish. In the event that this group can process the application then the SCO group policy and terms of conditions for that planting will apply, even if the location for the tree installation happens to be taking place on land owned by SPC – As SCO will have already obtained permission for any planting through the SPC Community Committee, and in doing so, the SCO will undertake any appropriate maintenance at their discretion and in accordance with their own terms and conditions.
- 2.11** The SPC will undertake to replace the tree in the first 3 years after planting, should it fail to survive for whatever reason – the type and variety of the replacement might need to be different than the original type to ensure better survival and this choice will be at the absolute discretion of the Council.

3. Other Memorial Tributes

- 3.1** SPC will consider any other memorial tribute request. In the first instance the Clerk will determine if such a request is in keeping with the nature of the Council's policies and mission statement, and if appropriate will then bring the request to the Community Committee for approval and broadly in keeping with the terms and conditions set out above (covering seat and tree installations) the Community Committee will agree upon the details and cost of the installation, as and where appropriate.

4. Plaques

- 4.1** We ask that the donor provides their own plaque and that the wording is sent to the Clerk for approval - The Clerk will ensure the plaque is fixed onto the bench or into the ground adjacent tree or other installation has been completed and will then inform the donor's family. Any plaque whose wording has not been approved will not be affixed and any such plaque affixed by any other person will be liable to removal
- 4.2** The size of the plaque should not exceed 120mm by 60 mm
- 4.3** For tree planting, the plaque should show the variety/tree type, planting date and donor details

5. Payments/Charges

- 5.1** The cost of the installation will include the supply, delivery, ground works and a one off maintenance fee plus VAT at the standard rate, as per agreed by SPC and with the donor. SPC will affix the plaque to the seat, or appropriate other location. The type of seat, tree or other tribute will be dependent on its location, and this will determine the cost of the installation. Payment will be via BACS or cheque and made payable to Steyning Parish Council.
- 5.2** The fees and charges for donated seats/ trees will be revised from time to time and will be provided on request to the Council. All prices quoted will include VAT at the rate in force at the time of enquiry.
- 5.3** We ask that donors pay 50% of the full amount in advance of tribute installation. And 50% subsequent to completed installation.

6. Delivery and Installation

- 6.1** The normal period for a tribute to be supplied and installed is 3 months from the payment of the deposit, but this might depend upon the type of request and therefore the Council's ability to make a swift or in some cases a more considered and lengthy period of agreement. For tree planting, the time will likely be late autumn or early spring which is the usual planting period which affords the best chance of survival and prosperous future growth. In exceptional circumstances beyond the Council's control (notably weather and ground conditions), the Council may not be able to meet its target. The Council will not be held responsible should this situation arise.

Please see the SPC website for our Data Protection Policies

Agreed by Steyning Parish Council – Sept. 2023