



BURNHAM MARKET PARISH COUNCIL

Burnham Market Parish Council Memorial Tree and Bench Policy

1. Purpose

Burnham Market Parish Council recognises that residents may wish to commemorate loved ones by placing memorial trees or benches on Parish Council land. This policy sets out the framework for considering such requests while ensuring that public spaces remain welcoming, safe, and appropriately managed for the benefit of the whole community.

2. Applications

- Applications must be made by email to the Parish Clerk at **parishclerk@burnhammarketparishcouncil.gov.uk**.
- The email should include the following information:
 - Applicant's full name, address, and contact details
 - Proposed type of memorial (tree or bench)
 - Proposed wording for any plaque (if applicable)
 - Preferred location (if known)
 - Any reasons for choosing a particular site
 - Any special requests regarding tree species or bench style (subject to Council approval)
- Applications will be considered at the next appropriate Parish Council meeting.

3. Approval Criteria

- Approval is not guaranteed.
- Applications will be assessed based on:
 - Appropriateness of the proposed memorial
 - Availability of space
 - Suitability of the proposed location
 - Impact on the existing environment and other users of the space
 - Availability of funds
 - Ongoing maintenance and insurance implications

The Parish Council reserves the right to refuse applications at its absolute discretion.

4. Installation

- All memorials (trees and benches) must meet the Council's specifications regarding style, materials, and durability.
- Installation will be arranged by the Parish Council or approved contractors only.
- The cost of purchase, installation, and any initial plaque will be borne by the applicant, payable in advance.
- Depending on the nature of the memorial, an additional maintenance contribution may be required at the Council's discretion.

5. Maintenance and Insurance

- Typically, once installed, ownership of memorial trees and benches will pass to the Parish Council.
- The Parish Council will assume responsibility for ongoing maintenance and insurance.
- However, in certain cases, the Council may:
 - Request that applicants retain responsibility for maintenance for a specified period, and/or
 - Charge an additional fee to cover the anticipated cost of ongoing maintenance over the lifetime of the memorial.
- The Council reserves the right to remove or relocate any memorial that becomes unsafe, damaged beyond repair, or otherwise unsuitable.

6. Lifespan of Memorials

- The Parish Council cannot guarantee the lifespan of any memorial tree or bench.
- Trees are living organisms and may fail to establish or die despite best efforts.
- Benches and plaques will naturally weather and may eventually require removal when they become beyond economic repair.

7. General

- No additional mementoes, flowers, or ornaments are permitted to be placed at the site of memorials without express permission.
- Any unauthorised memorials placed on Parish Council land will be removed.

8. Review

This policy will be reviewed triannually (every three years) to ensure it remains relevant and fit for purpose.