



Steeple Bumpstead Parish Council Bench and tree donation Policy

From time to time the Parish Council may be asked about a resident having a memorial tree or bench placed around the village. This policy sets out the agreed process that the Council prefers to use.

- If a resident (or a relative/ friend of a prior resident) of the village, village enquires about a memorial bench or tree, they will be directed to the Open Spaces Working group to discuss the options available.
- The applicant is to complete a form provided by the Clerk and the Clerk is to confirm eligibility.
 - Are they a resident of the village?
 - Was the person a resident of the village?
 - Are they aware of the costs and happy to pay to purchase the bench or tree etc?
 - Are they able to pay by Bank Transfer?
 - Are they happy with the suggested location and timeframe?
 - A message/font on a name plaque will need to be agreed and this is to be paid for by the applicant also
- The costs of the tree/s or bench is to be paid by the applicant
- In the case of a bench;
 - The bench may be sourced by the Parish Council and where possible a minimum of 2 options will be presented to the applicant or the applicant may choose from acceptable commercial suppliers
 - Following discussions with the applicant and where possible, two location options will be offered to choose from (being mindful of future planning / development risks)
- In the case of a tree;
 - The tree may be sourced by the Parish Council or by the applicant and where possible a minimum of 2 options will be presented to the applicant, with a recommendation from the Parish Council as to which is preferred and why
 - Following discussions with the applicant, a location will be offered (being mindful of future planning / development risks) and guidance around planting times will be provided.
- The costs of installation will be paid by the applicant
- A message/font on a name plaque will need to be agreed and this will be paid for by the applicant
- The plaque will remain property of the applicant and if removed will be returned to them
- Where possible, the Parish Council will seek to reduce costs associated with either a memorial bench or memorial tree
- The PC will undertake to maintain memorial benches for ten years. After which, if the bench is in disrepair the applicant may choose to pay for a replacement bench or have their plaque returned to them. If the bench is in good repair, it will be reviewed periodically.
- When an application is received for a memorial tree or bench the subject will be raised at a Parish Council meeting.
- The Clerk and Chairman must be copied in on any relevant communications relating to a Memorial tree or bench, to ensure they are fully informed at each stage.
- A record of donators and contact details will be held by the Council within the asset register until such time as a plaque is returned to the applicant / donator