

DUNSFOLD PARISH COUNCIL

MEMORIAL/COMMEMORATIVE BENCHES AND TREES POLICY

1. Scope of the Policy

When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory, but provides a beautiful and functional improvement to the local environment.

On occasion, a local organisation may wish to install a bench or plant a tree in commemoration of a significant date.

This policy sets out how the Council approves such benches and trees; who is responsible for their upkeep; what is expected from the donor and the Council; and what happens to the memorial when the bench/tree reaches the end of its life.

The Council will always endeavour to be respectful, sympathetic and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

2. What and who is covered by the Policy

The policy covers any memorial/commemorative bench, tree or other lasting item placed on Dunsfold Parish Council-owned or controlled property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial/commemorative tree or bench.

The Parish Council is unable to agree to the interment or scattering of ashes on any of its land.

The Council does not accept applications for memorials for pets.

3. Legal Framework

The planting of trees or installation of memorial/commemorative benches on land is a private arrangement between the friends and relatives, or organisation commissioning the memorial, and the landowner. As such, the Council can only approve memorials on Parish Council-owned land.

The Council may support applications for benches placed on the public highway, but permission is required from the local highways authority, Surrey County Council.

Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Parish Council is unable to install benches for such reasons.

Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

When the Council agrees to install a bench or tree, they are bought by the friends and family, or a local organisation, and donated to the Council. The tree or bench then becomes the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.

The applicant agrees to provide the Parish Council with up-to-date contact details for processing in accordance with its Privacy Policy and any data protection legislation.

4. Determining Requests

Enquiries for a memorial/commemorative bench or tree should be made by email to the Clerk. The requests will be determined on behalf of Council by the Commons Committee.

The Council will endeavour to accommodate any reasonable requests for the planting of memorial/commemorative Trees or installation of benches on Council-owned property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

Only trees and benches should be suitable, in keeping to the immediate surrounds, and only benches of a robust design from an approved supplier will be considered. The Council promotes the provision of eco-friendly, recycled, durable plastic benches.

The exact location of the tree or bench will be agreed between the donor and the Clerk.

Where an existing bench is in poor condition, the Council and donor may agree to install a memorial bench in its place, the full cost of which shall be met by the donor as detailed below.

Memorial benches and trees will only be considered from people who can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

5. Costs

The cost of the tree or bench will include any plaques/inscription, delivery and planting/ installation costs (e.g. fixings, tree guard, paving or base around the bench). All costs provided will be exclusive of VAT.

A further one-off surcharge of 20% will be added on top of the cost for the continuing and future maintenance of the tree or wooden bench.

Below are some indicative costs. However, these will vary depending on the final design and specifications:

- New bench: £1200 + plaque + installation/paving + 20% maintenance surcharge. (The surcharge is payable if a wooden bench is required. The surcharge is not payable if a recycled plastic bench is installed).

- Plaque on existing bench: 50% cost of like-for-like replacement + plaque.
- Tree: £50-£150 + plaque + tree guard and stake + planting costs + 20% maintenance surcharge

6. Installing/Planting

The arrangements for ordering and installing the bench or tree will usually be made directly by the Council once a specification has been agreed with the donor and once the financial donation has been received.

Tree planting will usually only be permitted between late autumn and early spring, in line with the tree planting season.

Trees will normally be planted by a Council appointed, qualified contractor. However, donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.

No scattering of ashes of humans or pets at any site will be permitted.

7. Plaques

Commemorative plaques can be affixed to a memorial/commemorative bench, or placed next to a memorial tree, subject to agreeing a size, wording and specification with the Council. No plaque may be affixed to a tree itself.

Plaques may be subjected to vandalism. Any replacement costs will need to be met by the donor.

Commemorative plaques may be affixed to existing bench, with the agreement of the Council.

8. Maintenance

The Council will only source high quality/durable benches and will endeavour to maintain and care for the commemorative/memorial bench or tree.

Donors should also be aware that benches or young trees in public areas may be subject to vandalism and the Council will not be held responsible for any costs in replacing them.

The Council shall endeavour to maintain and care for a memorial/commemorative tree and bench for as long as possible.

However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons.

No placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.

The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

The Council accepts no liability for replacing a bench or tree at the end of its useful life. When a bench or tree has been disposed, the commemoration will automatically cease. In the event that the Council installs a new bench or tree at

the same location, it reserves the right to agree a commemoration with a new donor.

Adopted: December 2025

Review: December 2027