

PRIORY TRUST MEMORIALS POLICY

Policy on the Dedication of Benches, Trees and Shrubs within Priory Park

Lewes Priory is a Scheduled Ancient Monument. It is located in Priory Park, which is open to the public. Lewes Priory Trust, as manager of the park, has to consider any additions to this heritage site in the light of conservation, space and access.

The Trust supports the needs and principles of allowing memorials benches, trees and shrubs in Priory Park. The Trust is mindful that these facilities are enjoyed by a wide range of people. Therefore the Trust will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances and trends.

This policy is available to the general public and a copy will be issued to all applicants for memorial benches, trees and shrubs.

OBJECTIVES OF THE POLICY

The Trust is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of Priory Park, which will take account of the sometimes contrasting needs of a variety of users.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Trust through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Memorials

Lewes Priory Trust offers memorialisation within its site, which include the following:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with an inscription or plaque

Memorial benches, trees and shrubs shall be positioned to maximize the benefit and development of Priory Park but the Trust will attempt to accommodate the wishes of the applicants.

The Trust will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the park as a heritage site. Therefore, the size and historical significance of the park shall limit the number permitted. The Trust reserves the right to refuse applications on this basis. Memorials cannot be reserved.

The Trust shall specify the type of benches, trees and shrubs to be installed/planted to be in keeping with the intended location.

New memorial trees within the area designated as a Scheduled Ancient Monument will be in locations suitable as replacement for older existing trees. The preference will be for north European native species rather than ornamental varieties.

The planting of memorial trees and shrubs shall only be carried out between November and February to ensure the most efficient growing conditions.

Inscriptions for Bench & Tree Plaques

Inscriptions on benches will be in the form of either plaques or incised lettering. Plaques shall be fixed and lettering shall be located centrally on the top rail of the bench back. In the case of trees and shrubs freestanding plaques shall match the design of existing plaques.

Inscriptions are to be restricted to "In (Loving) Memory of", the name of the person and the dates of birth and death. The letter size and style shall be to the approval of the Trust.

Process

Memorials which entail excavation (tree pits, seat bases & plaque bases) greater than 150 mm within the area of the Scheduled Ancient Monument will require Scheduled Monument Consent from Historic England. Whilst the application is free, this can take considerable time. It must be accompanied by an archaeologist's Written Scheme of Investigation. The excavation will need to be overseen by an archaeologist and there must be a Written Report approved by Historic England. The cost of these requirements is considerable.

Once an application has been received and location agreed and approved, the Trust shall arrange for the purchase and planting/installation of the preferred memorial.

The Trust reserves the right to remove any memorial benches, trees or shrubs that have been damaged and are in the view of the Trust beyond economical repair.

The Trust accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or routine maintenance that is carried out in the park.

The Trust will not grant applications for memorials to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc, shall be permitted on or around the bench or tree. These shall be removed without reference to the original applicant.

Payment

The applicant is responsible for the cost of the memorial bench (including concrete or other approved base) or plant, dedication plaque or lettering and installation or planting by an approved contractor.

Orders and payment are to be made direct from the applicant to the supplier or contractor in accordance with the terms of the quotation.

Conditions

Lewes Priory Trust reserves the right to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.

Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Lewes Priory Trust reserves the right to remove it immediately in the interest of health and safety until repairs or replacement can take place.

Lewes Priory Trust will maintain responsibility for upkeep of memorial seats and plaques. This will include any cleaning, preservation, treatment, and minor repair works for the practical life of the memorial. The applicant will be asked for an appropriate donation towards this.

Please contact Lewes Priory Trust for more information.

Date Adopted: April 2019

Review date: April 2021

Signed:



Position: Chairman Lewes Priory Trust