

**EPSOM AND WALTON DOWNS CONSERVATORS  
5 OCTOBER 2016**

**MEMORIAL POLICY FOR EPSOM & WALTON DOWNS**

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Memorial Policy for Epsom & Walton Downs <u>Annexe 2</u> – Terms and Conditions of sponsoring a memorial bench on Epsom & Walton Downs <u>Annexe 3</u> – Fees for memorial benches, bird/bat boxes and planting of memorial trees on Epsom & Walton Downs
<u>Other available papers</u> (not attached):	Minutes of the Conservators meeting held on 7 October 2015

**REPORT SUMMARY**

**This report introduces a new Memorial Policy for Epsom & Walton Downs.**

<b><u>RECOMMENDATION (S)</u></b>	<i>Notes</i>
<p>(1) That the Conservators approve the following documents attached as <u>Annexe 1 – 3</u> of this report:</p> <ul style="list-style-type: none"><li>• Memorial Policy for Epsom &amp; Walton Downs</li><li>• Terms and Conditions of sponsoring a memorial bench on Epsom &amp; Walton Downs</li><li>• Fees for memorial benches, bird/bat boxes and planting of memorial trees on Epsom &amp; Walton Downs</li></ul> <p>(2) That the Conservators agree to review the Memorial Policy along with the fees and charges in October 2018.</p>	

**1 Background**

- 1.1 Epsom & Walton Downs does not currently have a memorial policy. Over the past few years a small number of requests have been received for memorial trees or benches on the Downs.
- 1.2 In the absence of any policy the decision has been to turn down such requests to avoid setting any precedence and proliferating the Downs with too many additional trees or benches.

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- 1.3 At the Conservators Downs Tour on 21 September 2015 an observation was made that there were not any benches on Epsom & Walton Downs and that perhaps a policy should be considered for having some installed.
- 1.4 At the Conservators meeting on 7 October 2015, the Committee requested that a Memorial Policy be developed which included the opportunity for memorial benches.

**2 The Policy**

- 2.1 Attached at Annexe 1 is the proposed Memorial Policy for Epsom & Walton Downs.
- 2.2 Also attached at Annexe 2 are the Terms & Conditions for sponsoring a memorial bench on the Downs. The exact locations of each bench is yet to be determined but once confirmed a map identifying the locations for each bench will be made available.
- 2.3 Annexe 3 lists the associated costs for installing a memorial bird or bat box on the Downs.

**3 Conclusion and Recommendations**

The Conservators are requested to note and approve the proposed Memorial Policy along with the associated fees and charges. They are also asked to agree to review the policy in October 2018.