

1. Introduction

The Epsom & Walton Downs Conservators support the needs and principles of allowing memorials upon the Downs, but are also mindful that these facilities have many uses and are enjoyed by a wide range of people. The Conservators will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

2. Objectives of the Policy

This policy has been produced with the following guiding principles:

- 2.1. To be respectful, sympathetic and easily understood by customers
- 2.2. To balance the sometimes contrasting needs of a variety of Downs users.
- 2.3. To preserve and protect the high quality appearance of Epsom & Walton Downs and not detract from their prime use as a training ground or their recreational purpose
- 2.4. To clearly establish the responsibility for maintenance, repair and replacement of memorials
- 2.5. To achieve full cost recovery by Epsom & Walton Downs Conservators for any memorials provided

3. Operation of the Policy

The policy will be available to the public on the Epsom & Ewell Borough Council website and in hard copy format on request.

For a request (to provide a memorial on the Downs) to be considered, an application form must be completed in full and sent to the Downs Manager at Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, KT18 5BY, or emailed to contactus@epsom-ewell.gov.uk.

Please note the following guidance with regard to requests for a memorial on the Downs:

3.1 General Information

- 3.1.1 No flower or similar memorials shall be permitted to mark the site at any time.
- 3.1.2 The Conservators will not grant applications for memorials to, or to scatter the ashes of pets.

3.2 Memorial Benches

- 3.2.1 Memorial benches will only be permitted at designated sites on Epsom & Walton Downs. A map of the available sites is included in the separate terms and conditions document for sponsoring a memorial bench. A maximum of 12 benches will be installed on the Downs.
- 3.2.2 The 'sponsorship' of a memorial bench will cost £300 and last 10 years.
- 3.2.3 To preserve the natural environment plaques or inscriptions will not be permissible on this style of bench.

3.3 Memorial Bird and Bat Boxes

- 3.3.1 The installation of memorial bird and bat boxes will be carried out by officers to the Conservators and the number of bird and bat boxes permissible may be limited dependant on location. The cost of each option available is listed in the separate price list.
- 3.3.2 To preserve the natural environment plaques or inscriptions will not be permissible on any bird or bat boxes.

3.4 Memorial Trees

- 3.4.1 The planting of memorial trees will only be permitted in consultation with the Council's Tree Officer and the number of trees permissible may be limited dependant on location.
- 3.4.2 The species of tree will be of a native variety and will be at the discretion of the Epsom & Walton Downs Conservators in keeping with the local environment. Trees will be planted during the autumn and winter planting season by officers to the Conservators, but the member of public may be present and assist if practicable and desired.
- 3.4.3 Plaques will not be allowed on trees.
- 3.4.4 The total cost of the tree will be dependent on style appropriate for the location and will be based on cost price plus 10% to cover materials, transport, labour and ongoing maintenance.
- 3.4.5 Epsom & Walton Downs Conservators will not accept responsibility or liability in respect of any damage to or loss of a memorial tree unless this is reasonably shown to be due to the negligence of the Conservators.

3.5 Scattering of Ashes

- 3.5.1 Ashes are not permitted to be scattered anywhere on Epsom & Walton Downs.