



Memorial Policy

**Adopted by Town Council on 19th October 2020
Next Review - October 2023**

1. Introduction

Stonehouse Town Council will permit, in principle and subject to the conditions of this policy, the placing of memorials in parks and open spaces owned by the Council. The Council fully recognises that these public facilities provide a valuable amenity function, improving well-being and visitor enjoyment. A memorial would normally comprise a bench or a tree. Other forms of memorial may be considered in exceptional circumstances.

Once in place, a memorial or donation becomes the property of the Council.

This policy ensures that the management and regulation of its parks and open spaces is for the mutual benefit of all and sympathetically recognises the contrasting needs of a variety of users.

2. General

- a) All applications for memorials and donations in parks and open spaces must be made on the Council's application form.
- b) Priority will be given to memorials for persons who have, at some time in their life, been resident or active in the town.
- c) The Council will endeavour to accommodate the wishes of the applicant regarding location of the memorial, but the overall development and management of the park or open space will take precedence.
- d) It remains the responsibility of the sponsor to notify the Council in writing of any change of address or contact details. If required for whatever reason, the Council will only contact the sponsor using the latest information supplied by him/her.
- e) The Council does not permit the scattering or interment of ashes within the town's parks and open spaces.
- f) The Council has the absolute right to limit, in both location and number, the types of memorial in any one area.
- g) The Council will maintain an asset register and associated plans where required of all memorials placed within the parks and open spaces.
- h) The appropriate payment must be received before the installation of the memorial and the payment must meet the full and final cost of the memorial and its installation.
- i) Once installed, a memorial shall receive normal routine maintenance; normal maintenance will only be guaranteed to take place up to a maximum of 15 years but often extends well beyond this.

- j) The Council reserves the right to remove any memorial that has been damaged and/or, in the view of the Council, is beyond economic repair.
- k) The Council will notify the sponsor, and attempt to return the plaque, in the event of the removal of the memorial item to the most recent contact information supplied by the sponsor.
- l) The Council also reserves the right to relocate any memorial to enable the implementation of new projects, landscape redesigns or reconfiguration of services. The Council will endeavour to consult with the original sponsor to ensure alternative options are made available; relocation in such circumstances will only be guaranteed within the first 15 years of the life of the memorial.
- m) The Council accepts no liability for damage to any memorial from vandals or third parties.
- n) Any ceremony or gathering to celebrate the planting of a tree or the fixing of a bench must be arranged and agreed with the Council in advance.

3. Memorial Trees

- a) Sponsors are welcome to propose a preferred tree species but the final decision will be taken by the Council in accordance with the principles of planting the right tree in the right place and the wider Stonehouse tree and woodland management strategy.
- b) The tree will be procured by the Council from a reputable supplier.
- c) The Council will be responsible for the planting of the tree which will take place during the appropriate planting season from October to March.
- d) The Council will arrange for young tree maintenance during the first three years after planting. This includes watering, mulching and repairs to the stakes and ties etc. Should the tree die within this period, the Council will endeavour to replace it.
- e) After three years the tree shall be incorporated in the Council's routine inspection and maintenance programme.
- f) It will be permitted to place memorial plaques by trees in some green spaces agreed by the council but not in all areas. These will be installed on an approved stake near the base of the tree. Memorial plaques are to be made of brass, stainless steel or aluminium and be a maximum size of 150mm x 70mm, and will be bought and engraved by the applicant. The inscription is to be approved by the Council. The engraved plaque will be fitted to the stake by the Council.

4. Memorial benches

- a) Benches shall be of the type approved by the Council.
- b) Memorial plaques are permitted on benches and are to be made of brass, stainless steel or aluminium and be a maximum size of 150mm x 70mm, and will be bought and engraved by the applicant. The inscription is to be approved by the Council. The engraved plaque will be fitted to the bench by the Council.

5. Mementos

The Council does not allow additional mementos, such as flowers, vases, statues or wreaths, to be placed at a memorial. Any that are will be removed immediately. The Council will write to notify the sponsors, where contact details are available,

to inform of the removal and that any items will be available to collect for 14 days. The items will be stored for 14 days and thereafter disposed of with no further notification to the sponsors.