

# Memorial Policy

April 2023

## 1. Introduction

- 1.1 Church Stretton Town Council understands and respects the wishes of its residents to remember loved ones through memorial seats, benches, trees or plaques.
- 1.2 With a number of existing memorials increasing throughout the town, it has become necessary for Church Stretton Town Council to put in place this policy as a guideline for new applicants to understand locations available for memorial benches, and the styles/types of memorials permitted.
- 1.3 This policy is intended to provide a guideline for applications for memorials in Church Stretton Town Council owned locations. It is not exhaustive and is subject to change.
- 1.4 The content of this policy will be revised as necessary to meet changing circumstances. The policy will be reviewed on a regular basis by the Town Clerk and proposed amendments will be submitted to the Public Realm Committee.
- 1.5 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

## 2 Locations

- 2.1 This policy covers areas of land owned or managed by Church Stretton Town Council which may be appropriate for a memorial. Including:
  - Greenhills Cemetery
  - Rectory Wood and Field
  - Coppice Leasowes Nature Reserve (? No benches here ?)
  - Russells Meadow
  - Brooksbury Play Area
  - Sandford Avenue Park
  - All Stretton Play Area
- 2.2 Memorials will be allowed at sites while there continues to be space for them, and the Town Council will try to accommodate the preferences of families as to the location. The siting of any memorial must be assessed, considered safe and not impact on Councils ability to maintain the area.

## 3 Benches

- 3.1 Benches will be procured by the Town Council from their preferred supplier. The type of bench may vary from location. For example a more basic bench might

be suitable for a play area. Benches to be located within the conservation areas will be restricted to type C.

- 3.2 The purchase of each bench seat and/or plaque and their installation will be carried out by the Council in line with its risk assessments. Following approval, all memorials must be paid for in full by the applicant.
- 3.3 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 3.4 There will be a nominal fee for the installation of benches dependent on location and ground works required.
- 3.5 Where possible the Council will seek to replace existing worn or broken benches.

#### **4 Trees and Plaques**

- 4.1 Tree species and location are to be agreed with the Town Council prior to planting and should be staked and protected with an appropriate tree guard.
- 4.2 Memorial plaques should be professionally made and no more than 300mm x 200mm. They should be mounted on a stake to be placed in the ground next to the tree. Plaques should not be attached to any tree.
- 4.3 The applicant will be responsible for watering any tree they plant, the chosen location should be considered taking this into account.

#### **5 Terms and Conditions**

- 5.1 All applications for memorials should be completed on the official request form and be signed by the applicant.
- 5.2 Once installed, the memorial will become the property of the Council.
- 5.3 The precise wording of any plaques or inscription must be approved by the Town Clerk.
- 5.4 The Town Council may limit the number of memorials in particular areas and applicants will be advised at the time of application if this is the case.
- 5.5 The Town Council will notify the applicant in the event that the memorial is damaged and advise on what action the Council will be taking.
- 5.6 No additional mementoes eg. vases, statues, flowers, wreaths, balloons or other ornamentation etc, shall be permitted on or around the memorial bench or tree.
- 5.7 It will be the responsibility of the applicant to ensure that the Council is kept informed of any changes to contact details. If the Council is unable to make contact with an applicant should a memorial reach a state of disrepair, the Council reserves the right to remove the memorial.

**Appendix One**

**A: Guide Price £600 plus installation**



**B: Guide Price £650 plus installation**



**C Guide Price £1,150 plus installation**



## Application – Request for a Memorial

### Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone: (landline and mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary.	

### Details of the Memorial

Preferred location	
Type of Memorial	
Proposed plaque inscription	

### Declaration by the applicant.

I declare that I have read and understood Church Stretton Town Council's Memorial Bench Policy.

Signed: ..... Date: .....

**CSTC Office Use**

Cost of bench: (excluding VAT)	
Description and Cost of fixings: (excluding VAT)	
Cost of installation	
Total	

[privacy policy to be added to final]