



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
 - Russells Meadow
 - Brooksby Play Area
 - Sandford Avenue Park
 - All Stretton Play Area
- 2.2 A separate memorial policy exists for Rectory Wood & Field and Coppice Leasowes Local Nature Reserves and any request for these areas must be considered in line with this policy.
- 2.3 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 the 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 (please see Appendix A).
- 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 benches to be placed so as to replace existing worn or broken benches before allowing benches to be placed in new locations.

4. Trees

- 4.1 Tree species and location are to be agreed with the Town Council prior to planting and will be staked and protected with an appropriate tree guard.
- 4.2 The purchase of each tree and their planting 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.
- 4.3 The applicant will be responsible for caring for any tree planted; the chosen location should be considered taking this into account.

5. Outdoor Spaces / Other Types of Memorial

Applications for donations to improve our outdoor spaces in memory of a loved one, and other types of memorial will be considered on a case-by-case basis.

6. Terms and Conditions

- 6.1 All applications for memorials should be completed on the official request form and be signed by the applicant.
- 6.2 Once installed, the memorial will become the property of the Council.
- 6.3 The precise wording of any plaques or inscription must be approved by the Town Clerk.
- 6.4 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.

- 6.5 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.
- 6.6 No additional mementoes eg. vases, statues, artificial or fresh flowers, wreaths, balloons or other ornamentation etc, shall be permitted on or around the memorial bench or tree.
- 6.7 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.
- 6.8 The Council will maintain a list of memorials, and their location. Which will be available for inspection by the public.

Appendix A

Please note: All prices quoted were correct at the development of the Policy and may be subject to change.

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 memorial 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 (for memorial benches only)	

Declaration by the applicant.

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

Signed: Date:

Church Stretton Town Council Privacy Policy

Your personal information is being processed by Church Stretton Town Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us to deal with your request.

Type of information processed

We process information relating to the above purposes. This information may include personal details- such as name, address and contact details.

Who the information is processed about

We process information regarding the person making the request.

Who the information may be shared with

We may share this information with committees or individuals involved in the erection of your memorial. We will not share information with any third parties.

Retention Policy

Retention Period	All information below will be kept whilst we are dealing with your request and to enable contact in the event of an issue with the memorial see terms and conditions 6.5.
Where stored:	Electronic, paper
Authority:	Church Stretton Town Council
Information Asset Owner:	Church Stretton Town Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date:

CSTC Office Use

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