



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 and Plaques

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

[privacy policy to be added to final]