
Memorials Policy



Broadbridge Heath
Parish Council

Policy agreed by Consultation
78c - Date 09.08.2021

Adoption ratified – 04.10.21

Review: July 2022

1.1 Introduction

Broadbridge Heath Parish Council supports the needs and principles of allowing memorial benches and trees and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every three years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorials will be issued with a copy.

1.2 Objectives of the Policy

- To be respectful, sympathetic and easily understood by residents
- The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its open spaces, which will take account of the (sometimes contrasting) needs of a variety of facility users.
- To maintain and enhance the high quality appearance of sites and not detract from their prime recreational purpose.
- The policy will ensure that memorial benches have a common appearance, style and size and will not cause offence to others.
- The policy will establish responsibility for maintenance, repair and replacement.
- The Council through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

1.3 Conditions

- All applications for memorial benches, trees and plaques should be completed on the official application form attached, and be signed by the applicant.
- Applications for memorials for former residents of the parish will be considered, at the discretion of the Council
- The location in which the memorial will be placed is determined by the Council, dependant on need and availability. While the council will attempt to locate the memorial at a requested location, this cannot be guaranteed.
- All memorial benches and trees should be paid for by the applicant before the completion of the installation.
- On request, details of available sites and locations will be provided prior to an application being made.
- The Council will limit the number of memorials in particular areas so that they shall not detract from the prime purpose of the site. The Council reserves the right to refuse applications on this basis.

1.4 Memorial Benches

- Benches will be of the type and colour specified by the Council to be in keeping with the intended location. Only benches approved by Broadbridge Heath Parish Council will be acceptable.
- The bench will be secured to the ground in a way that is appropriate to its location. This may include a concreted area, under and directly in front of the bench, to allow for ease of use by the public. Ground works and ground fixing shall be undertaken by the Council. Applicants will be responsible for the cost of the bench, all necessary materials and labour.
- Memorial plaques fitted to benches shall be appropriately sized to fit in the centre of the upper most lath of the back of the bench.
- The inscription on the bench must be approved by the Council.
- The applicant is responsible for maintenance of the bench, and associated costs.
- The Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- It is expected that any memorial bench will have a serviceable life of 10 years. After a period of 10 years the Parish Council will attempt to contact the donors of the seat to ascertain the future of the bench:
 - a) Removal and the return of any plaque to the donor or their family
 - b) Renewal of the seat with a new seat and the appropriate donation
 - c) Retain the positioning of the seat whilst it remains in a serviceable condition
- The Council will attempt to notify the applicant if the memorial bench is damaged, and reserves the right to remove any memorial benches that have been damaged and are, in the view of the Council, beyond economical repair.
- The council cannot guarantee the long-term safety or security of the bench and is not responsible for the replacement of benches resulting from damage or deterioration with age. In the unlikely event the seat is stolen, the Council shall not be responsible for providing a replacement.
- The Council will not grant applications for memorial benches to pets.
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.

1.5 Memorial Trees

- The planting of memorial trees will only be permitted on Parish Council owned open spaces and the number of trees permissible may be limited dependant on location and size.
- The species of tree will be of a native variety and will be at the discretion of the Parish Council in keeping with the local environment.
- The total cost of the tree will be dependent on size appropriate for the site and will be paid by the applicant to the Parish Council.
- All trees planted as a memorial should in the first year be maintained by the applicant to ensure its survival.
- Trees will be planted during the autumn and winter planting season by the Council, but the applicant and family members may be present and assist if practicable and desired.
- Dependent on the level of demand, the planting of trees may not be possible, alternatively the option of a plaque may be offered.
- Broadbridge Heath Parish Council 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 Council.

1.5 Memorial Plaques

- A request to locate a Memorial plaque will be considered by the Parish Council but only agreed if a suitable location managed by the Parish Council can be found. If agreed the position will maximise the benefit and development of the site and the number of memorials in a particular area will be limited. However the Council will attempt to accommodate the wishes of the applicants wherever possible.
- In order to maintain consistency of appearance, quality and control over location, all plaques will be ordered and installed by the Parish Council.
- The total cost of a memorial plaque and its installation will be dependent on style appropriate for the site and will be paid by the applicant.
- The Council does not take responsibility for any plaque if it is damaged through vandalism or its replacement at the end of the life of the plaque.
- The Council will not grant applications for memorials to pets.
- The scattering of human (and pet) ashes is prohibited.

1.6 Application Process

Applications for donated memorials are processed all year round. On receipt of a request the council will respond within 10 working days. Once an application has been approved it may take up to 12 weeks for the installation of a bench and plaque and planting of trees (within the planting season specified). Severe weather conditions may extend these periods and the donor will be kept informed during this time.

The Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to notify the Council of any changes to their contact details.