



Princes Risborough Town Council

## Memorials Policy

Date Agreed

25<sup>th</sup> March 2025

### 1, Introduction

Princes Risborough Town Council recognises that members of the community wish to remember loved ones with a memorial placed in public open space.

The Town Council welcomes requests for memorials from the community. It must be recognised that the placing of memorials is often requested and there might not be the space for the type of memorial requested.

This Town Council will endeavour to manage all the memorials and that processes are in place to ensure the mutual benefit to all.

### 2. Guiding Principles of this Policy

2.1 This policy has been developed whilst following these principles:

- Those seeking to install a personal memorial are to be treated respectfully and sympathetically;
- All memorials to be clearly understood by the community;
- All memorials are to provide a balance of uses for the open space;
- All memorials are to be of a high quality and are to sit well within the public open space;
- Maintenance, repair and replacement responsibilities are to be clearly defined for all memorials.

2.2 All memorials must meet the following criteria before being agreed:

- It must be with the agreement of the next of kin;
- The memorial must be appropriate and sit well within the public open space;
- The memorial must not cause offence to others.

2.3 This policy applies to memorials placed on Princes Risborough Town Council owned or managed land.

### 3. General

3.1 All requests for memorials are to be made in writing to the Clerk of the Town Council. The applicant must demonstrate that the next of kin has given permission for the memorial proposed and provide their contact details.

3.2 The Town Council will work with the applicant to identify an appropriate memorial and will do it's best to accommodate the wishes of the applicant. It is possible that the sites identified might not meet the criteria specified by the applicant.

3.3 Due to the number of memorials already in position in the community it is possible that an applicant will be added to a waiting list.

3.4 It is anticipated that new memorials will be purchased by the Town Council. All purchase and fitting costs are to be paid for by the applicant in advance of the purchase order being placed.

3.5 The Town Council accepts no responsibility if a memorial or plaque is damaged, vandalised or stolen.

3.6 The Town Council reserves the right to remove memorials at any time however applicants will be notified of the reason why such action was taken as soon as possible.

3.7 The Town Council will not consider memorials to pets.

3.8 All applications for memorials that are progressed must be considered by the Town Committee under delegated powers. All details including the inscription on any plaque are to be included to enable the Town Committee to consider the full detail. The Town Committee will check that the memorial is appropriate for the community and the environment and that it meets the requirements set out within this policy.

3.9 All plaques removed from a memorial if a memorial is removed will be offered back to the family or stored securely by the Town Council if a family member is uncontactable

#### **4. Memorial Benches**

4.1 Applicants can apply for benches to be installed in memory of a loved one. however applicants are advised that many areas of public open space have restrictions that might not allow benches.

4.2 Benches are to be of a specification set by the Town Council and might include wooden benches from sustainable resources or recycled material options. They will be co-ordinated to other benches in the locality and be suitable for the environment in which they are situated.

4.3 If a bench is to be placed on grass it may be required to be fitted to a concrete base. The Town Council will be responsible for the installation work and the applicant will be responsible for covering the cost of the base.

4.4 Memorial plaques fitted to the bench are to be a maximum height that allows safe fitting in the centre of the uppermost lath of the back of the bench.

4.5 Memorial plaques will be bought and engraved by the Town Council. The Town Council reserves the right, through consideration at the Town Committee, to refuse a plaque if it feels the wording is inappropriate.

4.6 Second plaques will not be permitted on existing benches that already host a plaque.

4.7 Benches that are a replacement will be permitted to carry more than one plaque subject to the conditions in this policy and subject to permission being granted for the second plaque by the donor of the bench.

4.8 No additional mementoes will be permitted on or around the bench and no ashes or urns must be buried beneath the bench.

4.9 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Town Council will charge for the bench, base, materials, labour and any delivery costs. The Town Council will procure the bench in consultation with the applicant.

4.10 Should there be sufficient benches in the applicant's preferred locality the applicant may be offered an alternative location for a bench.

4.11 Once donated the bench becomes the property of the Town Council. The Town Council will deal with any necessary licence applications.

## **5. Memorial Trees (including Plants)**

5.1 Memorial plaques will not be permitted on trees but may be permitted nearby. No additional mementoes will be permitted on or around the tree.

5.2 Trees will be chosen by the Town Committee to fit into the planting scheme of the chosen area. A choice of trees and their cost will be provided to the applicant by the Town Council office.

5.3 The planting of trees may not be possible in some locations.

5.4 The total cost of the tree will depend on the species and maturity as chosen by the applicant. The Town Council will charge for the cost of the tree and the labour and materials required for ground preparation and planting.

5.5 The Town Council will maintain the tree in line with its current maintenance programme.

5.6 The Town Council will not be liable for the replacement of old or diseased trees. Any replacements of memorial trees will be the responsibility of the original applicants.

5.7 The Town Council will only plant trees during the months when they have the best chance of survival.