



## **MEMORIAL POLICY**

**Adopted 7 September 2022**

### **Introduction**

Aldbourne Parish Council recognises the need to allow memorials on land in its ownership or care. Therefore, the Parish Council will ensure the issue is managed and regulated for the 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 the policy may be revised where necessary to meet changing circumstances, fashions, and trends.

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

### **Objectives of the Policy**

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.

### **Memorials**

Subject to there being a suitable location, Aldbourne Parish Council offer the following types of memorials:

- Memorial tree, with or without a plaque.
- Memorial shrub, with or without a plaque.
- Memorial donation towards upkeep of an area, with or without a plaque.

### **Conditions**

- No applications will be considered for bench memorials as the Council feel that there is no space available for the siting of further benches in the parish.
- Memorials shall be self-supporting e.g., all costs related to the memorial shall be at the expense of the donor(s), including installation, repair or replacement, as necessary.
- The Parish Council must approve the type of tree, shrub, and the area they are to be planted in.
- The Parish Council reserves the right to refuse any application which it deems unsuitable.

- Memorials will not be permitted for pets.
- Plaques must be no larger than 17.5cm wide by 7.5cm high (7"x3")
- The Clerk or designated Councillor must approve wording on plaques.
- No additional mementoes e.g., vases, statues, flowers, wreaths, balloons, photographs or any other ornamentation shall be permitted. No scattering of ashes will be permitted. Anything placed on memorial will be removed and disposed of without reference to the owner.
- Applications for memorials must be submitted on the form below.

### **Ceremonies**

A ceremony or gathering at the time of the memorial dedication is permitted but must be arranged in advance with the Clerk or designated Councillor.

### **Locations**

Aldbourne Parish Council can only grant permission for memorials on land owned or managed by the Parish Council.

### **Memorial Dedication Period**

Memorials will remain in position whilst they remain in good repair. The Parish Council accepts no replacement liability for damage to any memorial from vandals, third parties, or whilst the Parish Council undertakes routine maintenance.

Where damage or wear and tear has occurred to any memorial, the Council will make every effort to contact family members, to allow them to make repairs or remove the item. If no contact can be made, the Council reserves the right to remove any memorial which is unsightly or unsafe. Best endeavours will be made to keep memorial plaques to be returned where possible.

### **Trees and Shrubs Planting Recommendations**

It is recommended that the planting of memorial trees and shrubs should only be carried out between November and March to ensure the most efficient growing conditions.

Tree guards will be required in most instances for any memorial trees.

### **Records**

The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name and contact, name of the person who is being memorialised, memorial location, and type of memorial.

### **Maintenance of existing memorial benches**

The Parish Council is not responsible for the upkeep or maintenance of any of the existing memorial benches in the village.

Where damage or wear and tear occurs to any existing memorial bench on land that the Parish Council own or manage, the Council will make every effort to contact family members to allow them to make repairs or remove the item.

The Parish council reserves the right to remove any memorial benches that have been damaged and are, in the view of the Parish Council, beyond economic repair or have not been repaired within 4 weeks of the notification referred to above. Best endeavours will be made to keep memorial plaques to be returned where possible.

If benches are on land owned or managed by Wiltshire Council, the Parish Council will make every effort to contact family members to allow them to make repairs or remove the item. Wiltshire Council will be asked to remove any benches which are unsafe if contact with the family cannot be made.

In all instances, regardless of whether contact has been made with the family or not, the Parish Council reserves the right to remove any memorial benches immediately if they pose a danger to members of the public.

Where a bench falls into disrepair and all attempts to contact the family members has failed, the Council may consider allowing a new memorial bench to be installed in its place. Any such bench will be subject to the same conditions as the other memorials listed above.

### **Review and Audit**

This Policy will be reviewed every five years or earlier if there are any changes in legislation.

**Last Review Date:** 10 September 2025 (Item 81/25)

**Next Review Date:** September 2030

**APPLICATION FOR A MEMORIAL TO ALDBOURNE PARISH COUNCIL**

Date of application

Applicant Details:

Full Name  
(Inc Title)

Address

Email

Telephone

Mobile

(Please notify us of any changes to address/telephone, so we can make contact if needed)

Name of person for dedication

Please state the type of memorial you would like to install (Tree, shrub, donation)

Inscription for the plaque (if required)

Preferred location for memorial (On land owned or managed by the Parish Council)

Data Protection and Declaration:

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

**Declaration:**

I have read and understood the terms and conditions with Aldbourn Parish Councils Memorial Policy and accept them in their entirety.

Signed: .....

Date: -----

Print Name: .....