



Memorials Policy

Policy and Finance Approved: July 2017 (Reviewed July 2021)

Due for Review: July 2024

1. Introduction

Fleet Town Council will permit, in principle and subject to the conditions of this policy, the placing of memorials in parks and open green space owned by the Council. The Council fully recognises that these public facilities have many uses and are enjoyed by a wide range of people. This policy ensures that the management and regulation of its open spaces and parks is for the mutual benefit of all and sympathetically recognises the contrasting needs of a variety of users.

1.1 A separate policy and regulations apply to the cemetery.

2. General

2.1 All applications for memorials (and to scatter ashes) in parks and open green spaces will be on the official request form (appendix 1) duly completed by the next of kin or the Executor.

2.2 Memorials will only be permitted for persons who have, at some time in their life, been resident in the parish.

2.3 Should a request be refused and the reason given by the Clerk not be accepted by the applicant, the applicant has the right to request that the matter be referred to the Recreation, Leisure and Amenity Committee for a decision, which decision shall be final.

2.4 It remains the responsibility of the applicant to inform the Council of any change of address or contact details.

2.5 The Council does not permit the interment of ashes within the town's parks, but does permit the scattering of ashes with agreement of the Town Clerk (see Section 5)

2.6 The Council will not accept applications for memorials for pets.

- 2.7 The Council will endeavour to accommodate the wishes of the applicant regarding location of the memorial, but the overall development and management of the park or open space will take precedent.
- 2.8 The Council will consult with “Friends of” groups to agree the locations and numbers of memorials that will be permitted in each of the parks.
- 2.9 The Council has the absolute right to limit, in both location and number, the types of memorial in any one area.
- 2.10 The Council will maintain an asset register and associated plans of all memorials placed with the public parks or open spaces.
- 2.11 The appropriate payment must be received before the installation of the memorial.
- 2.12 Payment for a tree, bench or memorial plaque shall be treated as a donation and the ownership of the asset shall be vested in the Town Council who shall be deemed the legal owners.
- 2.13 Once installed or planted, a bench or tree shall receive normal routine maintenance.
- 2.14 The Council reserves the right to remove any memorial that has been damaged and, in the view of the Council, is beyond economic repair.
- 2.15 The Council will notify the applicant in the event of removal of the memorial item.
- 2.16 The Council accepts no liability for damage to any memorial from vandals, third parties or routine maintenance, except where the grounds maintenance staff are proved negligent.
- 2.17 Any ceremony or gathering to celebrate the planting of a tree or the fixing of a bench must be arranged and agreed with the Council in advance.
- 2.18 All charges shall be on a cost recovery basis only.

3. Memorial Trees and Plaques

- 3.1 Plant species shall be from the list maintained by the Council shall be native species only.
- 3.2 The planting of any memorial tree shall be either directly by the Town Council’s Ground Maintenance Contractor, or under their direction.

- 3.3** The applicant will have responsibility for the care and maintenance for the first 3 years and then it will be taken over by the Fleet Town Council grounds maintenance team. Should the tree die once it has been taken over by Fleet Town Council then the Council shall undertake to replace the tree
- 3.4** After three years the tree shall be incorporated in the Council's routine maintenance programme.
- 3.5** The Council accepts no responsibility for vandalism.
- 3.6** A memorial plaque shall have a maximum size of 150mm wide by 100 mm high. It shall state in Latin and English the Genus/Species/Variety of tree, the person's name, the date of their demise. The final wording of any inscription is to be approved by the appointed representative of Fleet Town Council.
- 3.7** Plaques shall be made from cast bronze or similar approved suitable for fixing to a concrete block and installed by the Town Council's Ground Maintenance Contractor.
- 3.8** The Council accepts no liability for the plaque and once installed, the cost of any replacement shall be the responsibility of the original applicant.
- 3.9** The Council accepts no responsibility for the cleaning or the maintenance of the memorial plaque.
- 3.10** No additional mementoes such as vases, statues, balloons, wind chimes etc. shall be allowed.
- 3.11** The Council reserves the right to remove any asset for operational reasons. If a memorial tree has to be removed as a consequence of a re-design of a park, a replacement tree will be provided at a new location and wherever possible as close to the original position as practicable.

4 Memorial Benches and Plaques

- 4.1** Benches or picnic benches shall be of the type approved by Fleet Town Council. The Council will maintain a register of approved benches.
- 4.2** Each bench shall be secured by concrete blocks or approved proprietary ground anchors and, where appropriate, the area in front of the bench shall be dressed with a concrete slab and paving stones.
- 4.3** The Council will manage the installation of all benches, the cost of which shall be incorporated in the donation.

- 4.4** Memorial plaques shall be a maximum size of 175mm wide x 75mm high fixed to the centre of the upper most rail of the back of the bench. The size of plaque shall be determined by the design of the bench.
- 4.5** The inscription on the plaque shall be of the form, the person's name, the date of their demise. The final wording is to be approved by the appointed representative of Fleet Town Council.
- 4.6** The Council, in line with current maintenance arrangements, will maintain the bench, but the council accepts no liability for replacement of the bench or the plaque at the end their useful life.
- 4.7** No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.

5 Ashes

- 5.1** Permission to scatter ashes within a Council Park shall be sought and agreed in advance with the Clerk to the Council. Certain conditions must be met to ensure that neither use of the park nor users are negatively impacted.
- 5.2** Ashes scattering will only be permitted for persons who have, at some time in their life, been resident in the parish.
- 5.3** The Council will not accept applications for the scattering of pets ashes.

Appendix 1 - Schedule of rates and prices