WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

OPEN GREEN SPACES MEMORIAL POLICY

Date of adoption: February 2023 Review date: 13 June 2024 Next Review: June 2027

1. Introduction

Whitehill Town Council (WTC) recognises the wish of many residents to remember loved ones with a memorial tribute. These requests are accommodated wherever possible, but it is important to remember that green spaces are enjoyed by a wide range of park users and residents and memorial items may be subjected to vandalism.

WTC has several green spaces that have outstanding views and scenery that are also appropriate for memorials. These are owned/leased and managed by WTC. This policy will set out how we approve memorial requests (trees & benches) who is responsible for their upkeep and what is expected from the applicant and WTC.

WTC will always endeavour to be respectful, sympathetic and fair towards those wishing to plant a memorial tree or when adding a bench on WTC land. WTC support the needs and principles of a memorial in our green spaces alongside the needs of members of the public therefore ensuring that the memorial process is managed and regulated for the mutual benefit of all.

This policy will take effect from the adoption date and relates to all applications accepted since that date.

2. Objectives

2.1 This policy has been produced for all WTC open spaces with the following principles:

- To be clear and easily understood by residents and open green spaces users.
- To balance the contrasting needs of a variety of users.
- The recreational use of open green spaces in not compromised and ensure the quality of their appearance is maintained for the use and enjoyment of all users.
- To establish responsibility for the maintenance of memorials.

2.2 The policy will ensure that memorials:

Have an agreed style and be maintained for a period of 10 years (benches).

- Are not out of place in the open green spaces in which they are placed.
- Will not cause offence to others.

This policy recognises the need for a consistent approach to the provision of memorials in our public spaces.

To note how many existing benches there are in an area, being mindful to not overload and clutter the open space areas with more street furniture.

All new/replacement benches will be of a low maintenance uniform design constructed utilising recycled materials where possible.

Consideration to the level of infrastructure to be provided and maintained is a priority. A rationalisation of the design quality of infrastructure is needed to avoid items which are onerous to maintain or have a poor life expectancy.

To clearly establish the responsibility for maintenance and replacement of memorials.

3 Procedure

3.1 All requests for memorials should be made in writing to the Town Clerk info@whitehilltowncouncil.gov.uk

3.2 All memorials and/or plaques are to be paid for by the applicant before the completion of the installation unless otherwise agreed.

3.3 WTC accepts no responsibility if a memorial is damaged, vandalised or stolen.

3.4 WTC reserves the right to remove memorials & plaques at any time.

3.5 WTC does not accept applications for memorials to pets or for anyone who lives outside of the Bordon & Whitehill boundary.

3.6 The interment or scattering of ashes in open spaces is at the discretion of WTC and must be requested in writing.

3.7 WTC must receive written consent from the direct family member(s) of whom the memorial is dedicated to, before WTC will proceed with their request, if a friend or family member has made the application request on their behalf. This request must be made on behalf of both parents and if the parents have separated, WTC must receive written consent from both mother and father.

4 Memorial Benches

4.1 These will usually be existing benches or replacements for old benches. Additional benches in new locations within the preferred location may be considered. The full cost of a new bench and engraved plaque will be applicable to all additional benches and charged to the applicant/requester.

4.2 The policy is to prioritise fixing of plaques to existing benches. Limiting the number of plaques per bench to 4.

4.3 A fee of £40 for the addition of a memorial plaque is applicable. This includes a donation towards the original purchase and future maintenance

of all benches plus the cost of the plaque. The donation is not allocated for maintenance of any specific cost.

4.4 Should there not be availability in the green space of the applicant's choice, the applicant maybe offered an alterative green space for consideration.

4.5 Replacement or new benches must be ordinated with any other benches within the location and will be procured by WTC.

4.6 WTC will be responsible for all installation work.

- Memorial plaques are to be of stainless steel (maximum size of 150mm x 50mm)
- The proposed inscription on a memorial plaque must be approved by WTC.
- Plaques will be arranged and fitted by the WTC.
- WTC retains the right to re-site a plaque should this become necessary
- Plaque must not be removed or inscription amended without notice to WTC.

4.8 WTC, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life or term of 10 years.

4.9 No mementos such as cut or plastic flowers in pots, statues, toys or vases will be permitted on or alongside any bench. The Council reserves the right to remove any such mementos without notice.

5. **Memorial Trees**

5.1 Tree species variety and location will be discussed and agreed with the Town Clerk & Town Council Groundsmen to fit within the planting season or scheme of the Council's greenspaces .

5.2 Trees can be procured by the applicant or by WTC if the applicant is unable to source the agreed tree. Charges will be applicable accordingly.

5.3 WTC will be responsible for the planting of the tree and the attendance of the relatives during the planting can be arranged.

5.4 Memorial plaques are to be of stainless steel (maximum size 150mm x 50mm).

- Memorial plaques will not be permitted on trees, but they may be Installed on a stake or similar fixing near the base of the tree.
- The proposed inscription on a memorial plaque must be approved by WTC.
- Plaques must not be removed or inscriptions amended without the

written approval of WTC.

5.5 A fee of £40.00 for a memorial plaque is applicable. This includes a donation towards the cost tree guards, stakes or other supports, future maintenance programme.

5.6 WTC will maintain the tree in line with its current maintenance programme. It accepts no replacement liability for damage, vandalism, old or diseased trees.

5.7 No mementos such as cut or plastic flowers in pots, statues, toys or vases will be permitted on or alongside the tree. WTC reserves the right to remove any such mementos without notice. However native spring bulbs maybe planted around the base of the tree, with WTC's agreement.

5.8 There is a Memorial tree at St Lucia Lodge, which has specifically been planted in remembrance of residents that died of the Coronavirus. Residents may visit and place a plaque on the wooden tree box (*Installation & purchase of a plaque - terms stated above)*

6. Other types of memorials

6.1 Applications for other types of memorials will be considered on a case-by-case basis by WTC.

7. Data Protection & Record Keeping

7.1 WTC will keep a record of applicants and their contact details in accordance with the General Data Protection Regulations of May 2018.

7.2 It will be the responsibility of the applicant to provide WTC with updated details in writing. Failure to do so, could lead to plaques being removed after an agreed period of 10 years without notice.

7.3 The named applicant will be informed of the forthcoming expiration date asking if they would wish to renew their agreement or to collect the inscribed plaque once removed. If contact cannot be made plaques may at WTC's discretion, be disposed of.