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## **MEMORIAL POLICY**

### **1 Introduction**

1.1 Sheringham Town Council (STC) understands and respects the wishes of its residents to remember loved ones through a variety of memorials.

1.2 This policy has been produced with the following guiding principles:

- a) To be respectful and sympathetic to those seeking a suitable memorial
- b) To establish responsibility for the maintenance, repair and replacement of memorials.
- c) To ensure that any memorial is not out of place in the area in which they are situated.

1.3 There are a number of existing memorials in the town in various locations, this policy is a guideline to new applicants to understand potential locations for a memorial and the types permitted. The content of this policy may be revised as necessary at the discretion of STC to meet changing circumstances.

1.4 STC reserves the right to refuse any application which it deems unsuitable. That decision will be final.

### **2 Policy Detail**

2.1 Memorial applications should be submitted to STC using the appropriate official form and should be accompanied with the proposed inscription. Note: Images are not permitted. This information must be provided to STC Officers prior to any works commencing.

2.2 STC reserves the right to refuse an inscription upon any memorial if, in the opinion of STC, it is deemed to be libellous, inaccurate or likely to cause offence to any person or body of persons. Any question regarding the fitness of the inscription shall be determined by the Clerk.

2.3 The placement, removal and refixing of any memorial shall be done by the STC maintenance team or person/contractor appointed by STC.

2.4 All new memorials will be inspected by STC Officers to ensure that they have been securely installed and do not present a health and safety risk. If, in the opinion of STC Officers, the memorial fails this inspection, then corrective or remedial works will be completed.

2.5 Any memorial that is installed without the written approval of STC is unauthorised and will be removed and stored until such time as a proper application is made and approved.

2.6 Locations and type of memorial will be agreed with the applicant at the time of application by STC Officers.

2.7 The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of memorial and the installation, administration and in some circumstances maintenance. Payment must be made in full in advance, any alterations made will be at the discretion of STC Officers and at a charge to the applicant.

### **3. Locations suitable for memorials**

1. Beeston Hills Putting Green
2. Sheringham Cemetery
3. Weybourne Road Allotments
4. Existing bench sites – Replaced Composite Benches
5. Existing bench sites at the Commons – Replaced Wooden Benches
6. Sheringham Community Centre

#### **4. Memorial Types**

- A) Memorial Benches
- B) Memorial Plaque on shared Bench
- C) Memorial Tree/Rose/Planter

##### **A – Memorial Benches**

- i. A memorial bench can be dedicated to an individual. The type of bench will be dependent upon its location and it will be of a type and material selected by STC. The full cost of purchase, installation, maintenance and any memorial plaque will be payable by the donor/applicant.
- ii. Wooden benches are deemed to have a serviceable life of 10 years. If following inspection, removal and replacement is required STC will attempt to contact the donors of the bench to ascertain the future of the bench and plaque; where applicable.
- iii. Once installed, the bench will become an asset of STC. Any decision to refuse a request will be final.

##### **B – Memorial Plaque on a Shared Bench**

- i. A number of benches are located across Sheringham which are deemed suitable for plaques. The type and size of plaques will depend on the location and position of the bench.
- ii. For composite benches, an engraved metal plaque will be placed on the bench. Plaques will be arranged by STC. A charge will be made for the cost of installation and the plaque itself.
- iii. Wooden benches on the Commons will only have wooden plaques placed upon them, and these will be engraved via STC by an approved contractor. Donors will be charged for the cost of the plaque and its installation. Plaque/plaque spaces cannot be reserved in advance.
- iv. Any question regarding the fitness of the inscription shall be determined by the Clerk. (See 2.2)

##### **C - Memorial Tree/Rose/Planter**

- i. Memorial trees, roses and planters will be considered upon request. Planting and maintenance will be at an additional cost.
- ii. For planters, an annual replanting & upkeep cost will be charged. Bedding plants and non-native species will not be permitted in planters. Any trees/roses will be of varieties which are native to eastern England, locally grown and organic wherever possible in accordance with the STC climate action plan (Goal 3 Action 1) and the STC Sustainability & Environmental policy.
- iii. The design and material of any planter will be the decision of STC Officers.

#### **5. Maintenance and Repair**

STC Officers will maintain memorials at their discretion. If an item reaches the end of its serviceable life, STC Officers will attempt to contact the donor to discuss options to replace etc. Any plaque will be removed and returned, retained or reestablished. If the donor cannot be contacted for any reason, STC may at its discretion remove the memorial item and dispose of it accordingly.

#### **6. Environmental and Sustainability Considerations**

Any materials used, suppliers, contractors, flora, fauna or fixings will be in accordance with STC's Climate Action Plan and the latest version of STC's Sustainability & Environmental Policy.

It is expected that once a year or on special occasions, flowers may wish to be placed near the memorial. Only untied real flowers are acceptable, there should be no plastic surrounding the flowers. Any other mementos will be removed. Flowers are not permitted on memorials placed on the Commons. The planting of bulbs/plants is not permitted at any location.

#### **7. Application process**

Applicants should complete the STC memorial application form and returned to the STC Officer team to [info@sheringhamtowncouncil.gov.uk](mailto:info@sheringhamtowncouncil.gov.uk). If you wish to discuss before applying, please call 01263 822213.

Note: It will be the responsibility of the donor to ensure that STC is kept updated with changes to contact details.

## Available Memorial Locations

MEMORIAL TYPE	PUTTING GREEN	CEMETERY	ALLOTMENTS	BENCH SITES CURRENT	COMMONS	COMMUNITY CENTRE
NEW BENCH	✓	✓	✓		✓	✓
PLAQUE ON SHARED BENCH	✓	✓	✓	✓	✓	✓
MEMORIAL TREE		✓				
ROSE	✓	✓				
PLANTER	✓	✓		✓		✓

## Memorial Price List

Benches	Information	Price
Option 1	Composite bench with single dedication plaque (15x5cm)	£1,892
Option 2	Composite bench with single dedication plaque (20x5cm)	£1,907
Option 3	Wood bench with single dedication wood plaque (Commons)	£1,659
Option 4	Wood slat bench with single dedication wood plaque (Commons)	£1,155
Option 5	Shared wood bench - Dedication wood plaque only	£200
Option 6	Shared composite bench - Dedication metal plaque (15x5cm) only	£250
Option 7	Shared composite bench - Dedication metal plaque (20x5cm) only	£265

- Memorial Tree – Price on application
- Memorial Rose – Price on application
- Memorial Planter - Price on application

## Memorial Benches

Options 1 & 2



Option 3



Option 4

