

Bruton Town Council Memorials Policy

1 1. Introduction

This policy sets out the Council's approach to the provision, management and maintenance of memorials, including parks, cemeteries, crematoria, and other public open spaces, within the parish and under the care of Bruton Town Council.

The purpose of this policy is to ensure memorials are safe, appropriate, environmentally sustainable, and respectful to all users of public spaces.

2. Aims of the Policy

The aims of this policy are to:

- Provide clear guidance to residents regarding memorial options.
- Ensure a consistent approach across all Council sites.
- Protect the character, safety, and accessibility of public spaces.
- Support environmentally conscious choices where possible.

2 3. Scope

All applications are subject to approval by Bruton Town Council.

This policy applies to all memorials installed or requested on Bruton Town Council-owned land.

It covers permanent and temporary memorials including trees, plaques, floral tributes, benches, and commemorative installations.

It does **not** apply to memorials on private land or those installed by national bodies without Bruton Town Council oversight.

3 Types of Memorials Permitted

The Council offers the following approved options:

3.1 Memorial Trees

- Species must be first approved by Bruton Town Council to ensure suitability and environmental benefit.
- There is a designated memorial wood area below the Dovecote at Jubilee Park.
- The Council will plant and maintain the tree for a minimum establishment period of five years.

- Additional items (flowers, decorations) may not be attached to trees.

3.2 Plaques and Installations

- Only Council-approved plaques will be permitted.
- Plaques must be fixed by Council staff to prevent damage or theft.
- No freestanding structures are permitted unless part of a Council-managed scheme.

3.3 Temporary Floral Tributes

- Temporary tributes (e.g., flowers, wreaths) may be placed for up to 14 days.
- Items causing litter, obstruction, or environmental harm (e.g., balloons, plastic ornaments) may be removed at the Council's discretion.

3.4 Memorial Benches

- Benches will be of a Council-approved design and material.
- Locations will be determined by Bruton Town Council based on need, accessibility, and site suitability.
- Plaques must follow standardised sizes and wording guidelines.

4 Prohibited Memorials

The following items are not permitted:

- Unauthorised plaques, statues, markers, or decorations.
- Artificial flowers, balloons, lanterns, windmills, toys, or similar ornaments.
- Any item affixed to trees, benches or railings without permission.
- Memorials containing ashes except where specifically approved (e.g., designated scattering areas).

5 Application Process

All requests for a memorial must be submitted in writing via the Council's Memorial Request Form.

Location and installation of memorials must be discussed/agreed with council officers.

Costs must be covered by applicants.

Applicants must provide memorial type, inscription wording, and contact details.

The Council will review applications based on site capacity, safety, environmental impact, and suitability.

Approval is at the Council's sole discretion.

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6 Installation and Maintenance

All memorials will be installed by the Council or an approved contractor.

The Council retains ownership of all memorials.

Routine maintenance will be undertaken to ensure public safety; however, the Council does not guarantee indefinite preservation.

Damaged or deteriorated memorials may be repaired, replaced, or removed at the Council's discretion.

7 Environmental Considerations

Memorial options will prioritise sustainable materials and native species.

Non-biodegradable items may be removed to prevent environmental harm.

The Council may review and update permitted items in line with environmental policies.

8 Removal of Memorials

Memorials may be removed if:

- They pose a safety risk.
- They become damaged beyond repair.
- They fall into disrepair and the applicant cannot be contacted.
- They breach this policy.

Where possible, the Council will attempt to contact the original applicant before removal.

9 Review of Policy

This policy will be reviewed every three years or sooner if required due to legislative changes, environmental considerations, or site management needs.