



AYLESBURY TOWN COUNCIL

Memorialisation Policy

Policy on the dedication of Benches, Trees and plaques within the Tring Road Cemetery

Aylesbury Town Council supports the needs and principles of allowing memorial benches, trees and plaques in its town cemetery. The Council is mindful that this facility is enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every four years and proposed amendments shall be submitted to the Direct Services committee for approval.

This policy will be made available to the general public and all applicants for memorial benches, trees and plaques 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 cemetery, which will take account of the sometimes contrasting needs of a variety of users.

The policy will also ensure that only memorial benches and trees are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Location

A list of available locations for trees and the siting of benches is available upon request from the cemetery office.

Memorials

Aylesbury Town Council offers memorialisation within its town cemetery and includes the following:

- Memorial tree with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench (subject to availability)
- Plaque on memorial plinth

Memorial benches, and trees shall be positioned to maximise the benefit and development of the cemetery but the Council will attempt to accommodate the wishes of the applicants.

The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the cemetery. Therefore, the size and location of the cemetery shall limit the number permitted. The Council reserves the right to refuse applications on this basis.

The Council shall specify the type of benches, to be installed to be in keeping with the intended location.

Lease Period

All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.

Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any bench, or tree which in its opinion is damaged or beyond economic repair.

Inscriptions for Both Bench & Tree Plaques

Memorial plaques shall be affixed in the centre of the uppermost lath of the back of the bench. Plaques fixed to the memorial plinth will be allocated in order. In the case of trees plaques shall be secured by a central pointed fixing.

The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

Process

Once an application has been made and received by the Town Clerk and a location agreed, the Town Clerk shall arrange for the purchase and installation if a bench has been chosen, or for the inscribing and placing of a memorial plaque on a tree or on the plinth. The Council through the delegated authority of the Town Clerk reserves the right to remove any memorial benches or trees that have been damaged and are in the view of the Town Clerk to be beyond economical repair.

The Council accepts no liability for damage to any memorial benches or trees from vandals, third parties or whilst the Council carries out routine maintenance in the cemetery.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g., vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench or tree. These shall be summarily removed without reference to the original applicant.

Payment

Payment is required with every completed application form. Cheques should be made payable to Aylesbury Town Council.

Conditions

Aylesbury Town Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will where appropriate accommodate requests.

Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Aylesbury Town Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

Aylesbury Town Council will maintain general responsibility for the memorial (tree, bench, plinth) and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works but shall not include replacement of the memorial where required due to fair wear and tear or vandalism.

Implemented/ Reviewed	Amended	Next Review Date
October 2016	---	October 2021
October 2021	---	October 2024
February 2024	February 2024	October 2028



AYLESBURY TOWN COUNCIL

Application for a dedicated memorial tree, plaque or bench

Date of Application: _____

Applicant details

Name: _____

Address: _____

Postcode: _____ Telephone No: _____

E-mail: _____

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication: _____

Please complete the following sections for your chosen dedicated memorial:

Dedicated Memorial	Tick	Cost
Memorial tree with plaque	<input type="checkbox"/>	£300
Memorial tree without plaque	<input type="checkbox"/>	£270
Memorial bench with plaque	<input type="checkbox"/>	£950
Memorial plaque on existing bench	<input type="checkbox"/>	£300
Memorial plaque on plinth	<input type="checkbox"/>	£170
Cost		£

Inscription for plaque

Please write name in Block Capitals

Seat/Plinth Plaque (2 lines of narrative)

In Memory of [name] Dates of birth/death

Tree Plaque (2 lines of narrative)

In Loving Memory of [name]

Preferred location for tree, bench, bench plaque

Please list your preferred location (A list of available locations is available from the cemetery office).

The benches can only be purchased through the Council. Once you have purchased a bench to site it within the Cemetery you must donate the seat to the Cemetery for public use. Although we understand you have a vested interest in the bench it becomes the property of Aylesbury Town Council.

I/We have read, understood and accept the memorialisation policy for benches, and trees as outlined.

Signed: _____ Date: _____

Print Name: _____

Privacy Notice

Aylesbury Town Council is the “controller” of the personal data you provide to us, our address is Town Hall, 5 Church Street, Aylesbury, Buckinghamshire HP20 2QP, telephone 01296 425 678.

The Data Protection Officer is Judith Priest, the contact details are the same as above.

We need your personal details in order to fulfil a contract with you i.e., to supply you with the requested goods.

Your personal data will be processed by Aylesbury Town Council employees only for the purposes mentioned above. We will not share your personal data with a third party unless we are legally obliged to do so.

We will retain your personal information for one year after the lease period expires, after which it will be securely destroyed.

You have the right to access your personal data held by us, the right to rectification of inaccurate personal data, the right to request erasure of your personal data, the right request restriction of processing, the right to receive or have your personal data sent to another controller in a portable format, and the right to object to us processing your personal data.

You have the right to lodge a complaint with the Information Commissioner's Office by calling 0303 123 1113 or via their website ico.org.uk

Please sign and date below to show that you have read and understood the privacy notice:

Signed: _____ **Date:** _____

For Office Use only

Application (including correct fee) Received	
Location Approved	
Memorial Ordered	
Memorial Installed	
Expiry of Memorial	