



ST AGNES PARISH COUNCIL

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St Agnes Parish Council

Memorial Benches, Trees and Plaques Policy

(062/26, 06.07.2026 to be reviewed in 2029)

St Agnes Parish Council recognises that memorial benches, trees and plaques can provide a meaningful way for individuals and families to remember loved ones, while also contributing positively to the parish environment. This policy sets out how the Council manages requests for memorial installations in a fair, consistent and responsible way.

All memorial requests are considered in the context of the Council's responsibilities for health and safety, asset management and financial stewardship. While the Council aims to support commemorative requests wherever possible, it must also ensure that installations are suitable, safe and sustainable over time.

Applications will be reviewed by Council officers in the first instance. Where proposals meet the requirements of this policy, they may be approved under delegated authority. Requests outside of standard criteria, or relating to sensitive locations, may be referred to the Asset Management Committee. The Council reserves the right to refuse any application.

Memorials will only be permitted in suitable locations that do not interfere with access, safety, maintenance or the character of the space. The Council may specify approved designs, materials and suppliers. All memorials become the property of St Agnes Parish Council upon installation.

Memorial benches must be installed to Council specification by the Council or an approved contractor. Once installed, benches are maintained as part of the Council's asset stock. The typical lifespan of a bench is between ten and fifteen years. When a bench reaches the end of its life, the Council may offer the original applicant the opportunity to replace it at their cost. Unsafe benches may be removed at any time.

Memorial trees will be sourced locally where possible and must be suitable for the location. Applicants will be offered a choice of up to five native tree species, subject to availability. Trees will be planted with appropriate staking and protective netting. Planting will only take place during the autumn and spring months. Once planted, trees become part of the Council's managed tree stock. The Council cannot guarantee survival, and replacement is at its discretion.

Memorial plaques must meet Council requirements in terms of size, material and design. All wording must be appropriate and may be subject to approval. Plaques must be installed using approved methods. All memorials will be recorded within the Council's Asset Register. The Council accepts no liability for loss, theft, vandalism or natural deterioration.

The Council will carry out routine inspections and may make safe or remove any memorial that presents a risk. The Council understands that memorial requests are often made at a sensitive time and will handle all applications with care and professionalism.

Fees and Charges

All memorial installations are charged on a full cost recovery basis and must be paid in full before any works are undertaken.

- **Memorial Tree Planting: £200**
This includes supply of a locally sourced tree, planting, stake and protective deer/rabbit netting. Applicants may choose from up to five native species (subject to availability). Planting will only take place in autumn or spring.
- **Memorial Plaque on Existing Bench (10-year period): £400**
This includes plaque manufacture, engraving, installation and management. At the end of 10 years, the memorial may be renewed subject to payment and Council approval.
- **New Memorial Bench: £1,000 (guide price)**
This includes supply, installation and administration. The final cost may vary slightly depending on specification and location and will be confirmed at the time of application.

The Council reserves the right to review fees periodically.

Locations

Memorial tree planting may be considered at:

- Platinum Paddock, off Penwinnick Road, St Agnes
- Around the perimeter of the cemetery extension field
- The new allotment site at Mount Hawke (in designated areas)

The Council will determine the exact planting position.

Memorial plaques may be installed:

- On existing Parish Council benches at Porthtowan (subject to space)
- On the cemetery shelter, where appropriate

The number of plaques per location will be limited to maintain a respectful and consistent appearance.

Final Statement

By adopting this policy, St Agnes Parish Council ensures a clear, fair and sustainable approach to memorial installations, while protecting the long-term management and appearance of its assets for the wider community.

