



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	Benches and Trees Memorial Policy 2026
Approved and Ratified date:	4 th August 2026
Minutes Reference:	99:26/27
Review date:	August 2028
Version no:	Version 2

Version	Point(s)	Description of Change	Date
Version 2	First paragraph	Change to wording and structure	August 2026
	Throughout	Changes to type face, restructure of text, change from North Tawton Town Council to 'The Council' for clarity and reduction of word count.	August 2026
	Title	Change of the title of the Policy to include 'Benches and Trees'.	August 2026
	General	Removal of the 1 st and 8 th bullet points	August 2026
	Memorial Benches	Changes to the wording of the 3 rd point	August 2026
	Other types of memorial	Removal of 1 st point	August 2026

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Benches and Trees Memorial Policy

Please be aware that this policy refers to memorial benches, trees etc, and not to memorial headstones or plaques within the cemetery.

North Tawton Town Council recognises the public's desire for memorials and will consider a memorial on land owned or managed by the Council. The Council is happy to accommodate requests if possible. All requests for a memorial will be considered on an individual basis. We retain the right to refuse or limit the number of memorials.

Objectives

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those wanting to install a memorial.
- To establish responsibility for the maintenance, repair, and replacement of memorials.
- To ensure that memorials are not out of place in the area in which they are situated.
- To ensure the nature of all of our open spaces and their high-quality appearance is maintained.
- To establish responsibility for the maintenance of all memorials.

The content of this policy may be revised as necessary at the discretion of the Town Council.

General

- All applications for memorials must be made using the relevant Memorial Application form available on the website at <http://www.northtawtontowncouncil.gov.uk> or at the Town Council Office, or telephone 01837 880121.
- All memorials must be paid for by the applicant prior to purchase and installation by the Council. The Council will inform the applicant of the price on receipt of an application form.
- The Council will attempt to accommodate the wishes of the applications, but it may limit the number of memorials in a particular area.
- The Council accepts no responsibility if a memorial is damaged, vandalised or stolen.
- The Council reserves the right to remove memorials at any time. We have a health and safety responsibility to visitors to open spaces and it may be necessary to take urgent action – although we will always try to contact applicants first, this may not always be possible.
- The Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for deceased pets will not be considered.
- Any such items will be stored securely for 12 months from the date of removal, and can be reclaimed by the owners on request within this timeframe.
- Native spring bulbs may be planted around the base of memorial trees in certain circumstances, with the Council's permission and agreement as to type.

Memorial Benches

- Benches must be of the type specified by the Council in order to be coordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements.
- The Council will be responsible for arranging all installation work.
- Memorial plaques fitted to benches will be supplied by the requester, and fitted by the Council.
- The inscription on the plaque must be agreed with the Council and there will be a limit on the number of words.

- Plaques will be metal.
- The Council will maintain the bench within its maintenance programme.
- The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required.
- The full costs of purchase of benches and installation (including labour costs) must be paid for by applicants.
- The Council will arrange purchase of benches and arrange for all materials and labour for installation. All costs must be paid in advance by applicants.

Memorial Trees

- Memorial plaques will not be permitted on or near trees.
- A list of memorial trees and any commemorations installed will be available on the Council website (see previous link).
- Trees will be chosen by the Council in discussion with the applicant to fit the planting scheme of the area. The applicant will be notified of the tree species to be planted.
- Trees and shrubs will, where possible, be planted between November and March to provide plants with an optimum start.
- The planting of trees may not be possible in some areas.
- The Council will charge for the tree, stake, guard and planting labour, plus a sum to cover future maintenance.
- The tree will be maintained by the Council in line with its current maintenance programmes.

Other types of memorial

- Applications for other types of memorial will be considered on a case by case basis.
- Contributions to causes or larger parish projects in memory of loved ones can be accommodated.
- Some people may not want a specific memorial but may wish to contribute to ongoing development of open spaces in the parish of North Tawton – for example to donate bulbs or contribute to spring or autumn planting.

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