



## GORING-ON-THAMES PARISH COUNCIL

### WHITE HILL BURIAL GROUND REGULATIONS

#### 1. Introduction

- 1.1. White Hill burial ground is owned and managed by Goring-on-Thames parish council and supervised by the clerk to the council. **The public has no right of way on to or across the burial ground.**
- 1.2. Areas have previously been set aside for Church of England, Roman Catholic and other denomination burials. In each there are grave spaces for coffins and for cremated remains in caskets. There is no exclusive facility for scattering cremated remains. However, ashes may be scattered on existing graves, with the consent of clerk and the family.
  - Once the plots in the current areas are all being used or previously reserved, the burial ground management will change to always using the next available plot, continuing from the current CofE designated section.
- 1.3. White Hill is a lawn burial ground. No planting of trees, shrubs, bulbs or other material of a temporary or permanent nature is permitted. In particular, in order to be able to mow and maintain the grass/lawn burial ground, the use of cages around the burial plots is not allowed. Also, all pots, vases, flowers, statuary, etc should be limited to the surface area of the plinth in front of the headstone. The intent is to keep the grass sections to be easily accessed for mowing and to maintain the overall appearance of a grass burial ground, but still allow individual, personal expressions of deceased loved ones.
- 1.4. There are regulations regarding monuments and inscriptions.
- 1.5. These regulations apply to public behaviour in the burial ground.
- 1.6. Fees are charged in accordance with the council's schedule applicable at the time of the burial or erection of a monument. Current fee scales can be viewed on the internet, at: [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk). Residency qualification for charges for both interment and memorials are based upon the last permanent address of the deceased and not the exclusive rights owner. A maximum of 5 years limit applies when moving out of the home address for residential care etc.

#### 2. Arranging burials and cremations

- 2.1. Arrangements are usually made by a funeral director, who is responsible for ensuring that the applicant is fully aware of the contents of these regulations including memorials and inscriptions before seeking permission to carry out an interment. Clients may make their own arrangements subject to the approval of the Clerk to the council who shall be the first point of contact and is responsible for ensuring that the applicant is fully aware of these regulations. The council office is normally open on Tuesday and Friday mornings except on public holidays. Burials and interments of cremated remains can normally be arranged at three working days' notice.
- 2.2. Notice of interment must be given to the parish council at its office on the form provided by the council. **The owner of exclusive rights of burial (applicant), making the arrangements must sign the notice.** Information from this form is used in the burial register. The register is kept available for public inspection at the council's



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office. A plan showing the location of each grave space is also available for public inspection.

- 2.3. Estimates of fees can be given on the telephone. All fees must be paid at or before the time of burial. An official receipt will be issued on request.
- 2.4. A burial can take place only in a grave space for which an exclusive right of burial has been purchased. Burial rights are purchased at the time of the first burial, usually by a family member. The exclusive right is for 99 years from the date of purchase. The policy of the council is not to permit advance reservation or purchase of burial plots.
- 2.5. Second or subsequent burials in a grave space can only be carried out with the permission of the burial rights owner. Families must keep the council informed of the current ownership of the burial right if it is transferred or passes by inheritance.
- 2.6. Ownership of an exclusive right to burial conveys no other legal rights over the grave space, which remains the Council's property.
- 2.7. Coffin grave spaces generally have room for two coffin burials and a number of caskets of cremated remains. A triple depth grave can accommodate up to three coffin burials. Cremated remains grave spaces have room for two caskets.
- 2.8. Grave spaces for first burials will be selected by the council in the appropriate site of the burial ground and marked approximately two days before the burial. The policy of the council is normally to allocate the next space in line.

### **3. Preparing the Grave**

- 3.1. Goring-on-Thames parish council will be responsible for the excavation of a coffin grave to the required depth and for backfilling immediately after the burial ceremony. The grave may be opened the day before the burial but must be left safely covered in accordance with current health and safety legislation. No work may be carried out whilst burials are taking place.
- 3.2. The preparation of cremated remains plots may be completed by the funeral director, or by request by Goring-on-Thames parish council. Where Goring-on-Thames parish council is responsible for the excavation of a cremated remains plot, they will be responsible for backfilling immediately after the interment ceremony and after the mourning party has left the burial ground. The plot may be opened the day before the interment but must be left safely covered in accordance with current health and safety legislation. No work may be carried out whilst burials are taking place.
- 3.3. The first burial in a double depth coffin grave space shall be excavated to a depth of not less than 2000mm and the second burial to a depth of not less than 1300mm. When a grave is reopened for a second burial a minimum of 150mm of soil must be left between coffins. No brick graves or vaults are allowed.
- 3.4. A casket of cremated remains shall be buried so that its top is at least 300mm below ground level.
- 3.5. Only coffins made of perishable material will be used except with the prior approval of the council in special circumstances.
- 3.6. Surplus soil and chalk excavated from any grave will be disposed of by the parish council. At least 300mm of soil must be used to complete backfilling to ground level. A supply of topsoil is provided. The backfilling shall be well consolidated. A mound of soil not more than 300 mm high will be permitted to remain for a period of approximately twelve – twenty-four months following an interment. Then the grave



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space will be levelled and turfed or seeded. Thereafter the council will level and returf the grave space whenever it is considered necessary.

- 3.7. The area around the grave must be left clean and tidy.
- 3.8. The council reserves the right to provide an identification marker if no memorial is erected within two years from date of interment.

### 4. Burials

- 4.1. Burials are permitted between 9.30 a.m. to 4.30 p.m. on weekdays (excluding public holidays) and 9.30 am to 12.30 pm on Saturdays, unless the Clerk to the council gives permission for some other time in a case of special emergency.
- 4.2. Arrangements for the conduct of any burial service are the responsibility of the relatives and friends of the deceased. The person making arrangements must inform the Clerk of the name of a minister or other person conducting the service no later than twenty-four hours beforehand.
- 4.3. No extraordinary funeral procession will be permitted to enter the burial ground unless the council grants prior permission.
- 4.4. During a funeral a council officer may exclude from the burial ground anyone who is not a mourner or officially connected with that funeral, or who is behaving in an inappropriate manner.
- 4.5. Parts B & C of the registrar's certificate for disposal (green form) or the original certificate of cremation must be sent to the council's office within twenty-four hours of the burial. ~~The minister or other person officiating at a burial shall complete a notice of burial having taken place and shall send it to the council's office within twenty four hours.~~

### 5. Monuments

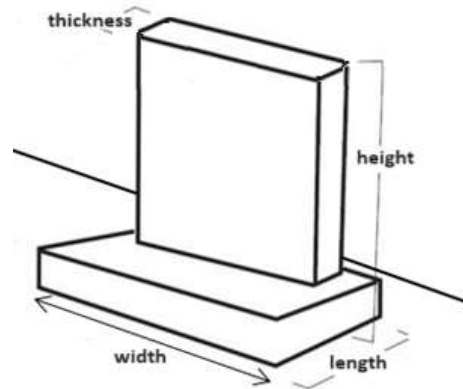
- 5.1. The council's written agreement to size, design, materials and wording of a monument and inscription must be obtained before it is erected. Written agreement of the council is also needed for additional inscriptions. To obtain the council's agreement and application **signed by the owner of the exclusive rights of burial or the funeral director** must be made to the council's office. It shall include a detailed drawing and description and must be accompanied by the appropriate fee. A monument installed without the council's written agreement or that deviates from the approved design, is subject to immediate removal.
- 5.2. Once an approved monument has been installed, all other markers are to be removed immediately.



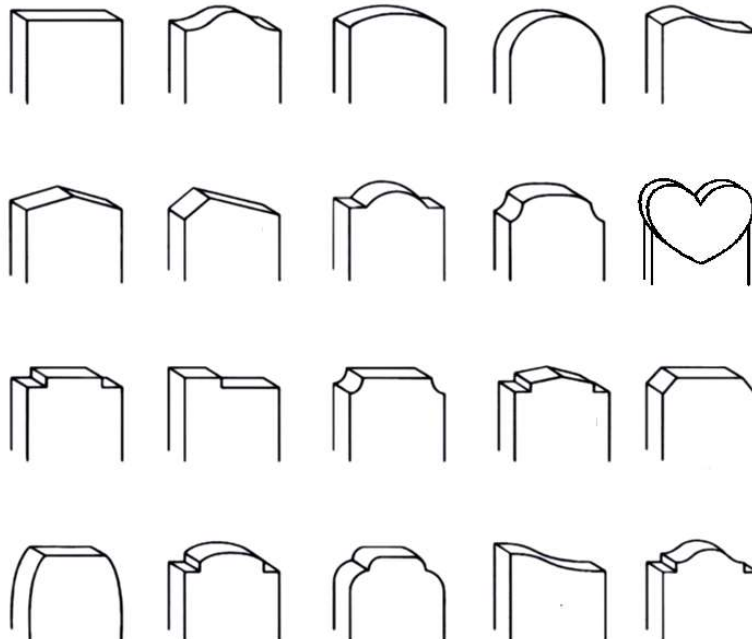
## 6. Monument specification (see illustration below)

- 6.1. All graves purchased in the burial ground are traditional graves, which allows for a monolith or cross style headstone, the maximum dimensions as shown below. It must be positioned near the west (head) end of the grave space, in line with adjacent monuments, or where marked by the council. The monument shall rise from a matching stone base, set level with the ground and not extending more than. The base may be pierced for a removable flower container.

- Height 3'0"
- Width 2'6"
- Length 1'0"
- Thickness 6"



Images of example acceptable headstones are shown below:



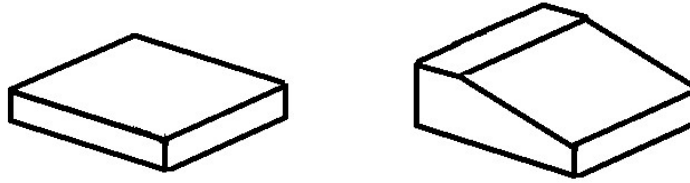
Carved statue memorial stones are not permitted.

- 6.2. A monument must be dignified and made entirely of a single piece of stone or wood with matching plinth, and must be inscribed on the back in the bottom left hand corner with the grave number, no other inscriptions or markings are permitted on the reverse of the monument. Any cramps used in construction must be of non-ferrous metal. Loose stones, chippings and edgings are not permitted



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- 6.3. For a cremated remains grave space, only a tablet set level with the ground or a “desk” tablet 75mm high will be permitted. This must not be greater in size than 450mm by 450mm. Images of acceptable tablet, or desk tablet as shown below:

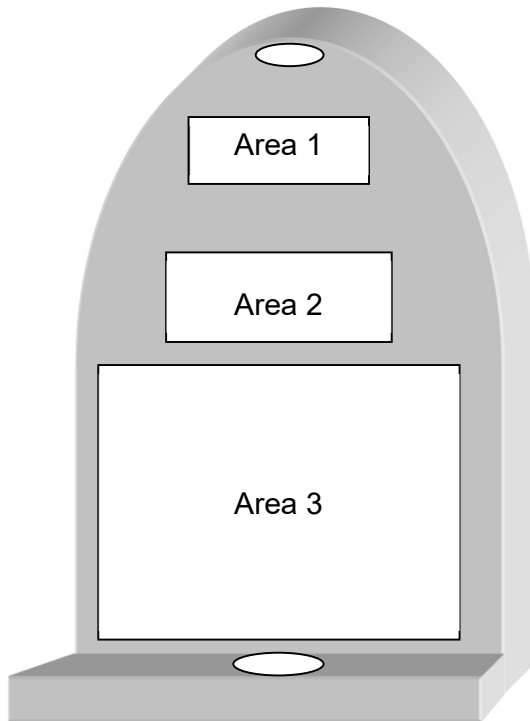


- 6.4. No maker's name or other advertisement of any kind may be shown on any monument.
- 6.5. No work to a monument may be carried out on a Saturday, Sunday or public holiday, nor after sunset or whilst a burial is taking place. If any damage is done to council's land or premises, or another monument, the council will seek to recover the cost of repairs from the burial rights owner.
- 6.6. No foot stones, curb sets, cages or gravel are permitted on any grave or plot for cremated remains.
- 6.7. The burial rights owner must ensure that a monument complies with the British Standard BS8415, specification on monuments within burial grounds and memorial sites, and that it is installed and maintained in accordance with the NAMM code of practice on the installation, inspection, management and maintenance of memorials, published by the [National Association of Monumental Masons](#). The council does not maintain monuments.
- 6.8. If a monument becomes dangerous the council will immediately make it safe. In case of general disrepair the council will give notice to the burial rights owner, at his or her last notified address, that the monument must be repaired within six months. If the repair is not carried out or the council cannot contact the burial rights owner the council may remove the monument and seek to recover the expenses thereof from the burial rights owner.
- 6.9. For unsafe memorial stones, if after the 6 months of attempting contact with the owner of the burial rights, no contact can be made, the stone will either be laid down permanently or buried upright in to the plot with 2/3 of the stone above the level of the ground.
- 6.10. All memorials placed in the burial ground are done so at the risk of the registered grave owner, the council is not responsible for any loss or damage to a memorial. It is recommended that memorial insurance is obtained from your appointed memorial mason.



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**Area 1:** To contain a dignified simple and reverent sentence of factual content.  
For example: "In loving memory of" or "In remembrance of".



**Area 2:** To contain the name/s of the deceased in a larger font, together with relevant dates

**Area 3:** Area for personal tributes of a solemn and dignified nature.

Footnotes:

- (a) Requests for engravings/carvings at the head of the stone, nicknames etc, may be considered at the council's discretion.
- (b) Special consideration will be given for memorials for children under the age of eleven (11) years.
- (c) A single ceramic photograph not more than 6 x 4 inches may be considered at the Councils discretion above Area 1.

The above principles will also apply to cremation tablets.

- This stone shape is an example only.
- Some other shapes are permitted within the overall dimensions.

## 7. Planting and wreaths

- 7.1. The council will remove any wreaths remaining on a grave more than three weeks following a burial.
- 7.2. After a grave has been levelled a holder to contain cut flowers will be permitted on a grave space if set level with the ground within 450mm of the eastern side of the base of any approved monument. The container must be removable.
- 7.3. No shrubs, bulbs or other planting may be planted on a grave. No glass case shall be placed on any grave. No artificial flowers or wreaths may be permitted on a grave, to reduce plastic waste and harm to wildlife. The council reserves the right to remove them if they become untidy.
- 7.4. No fragile vases shall be used, including glass and ceramics. The council shall dispose of any broken items upon inspection.

## 8. Behaviour in the burial ground

- 8.1. Public admission to the burial ground will be allowed daily between sunrise and sunset, only for the purpose of visiting graves. No activities inconsistent with this purpose are allowed.



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- 8.2. All visitors must observe decorum in all respects. No one may sit, stand, climb upon or over or damage any monument, gravestone or tablet in the burial ground. No damage may be caused to shrubs, plants, trees, flowers or fences.
- 8.3. No one may prevent, interrupt or delay a funeral, should visitors to the burial ground witness any persons/vehicles preventing, interrupting or delaying a funeral or visitors attending the burial ground they should register a complaint with the Clerk of the Council with details.
- 8.4. Dogs are permitted only if on a lead.
- 8.5. No car, bicycle or other vehicle shall be driven from the access road onto the verge or other grass areas of the burial ground without the consent of the council and, if consent is given, shall not remain there longer than is necessary.
- 8.6. All vehicles when not in use shall be parked so as not to obstruct other vehicles or pedestrians.
- 8.7. No music is permitted, and the use of radio prohibited unless in connection with a funeral.

### 9. Review

This Policy document was approved for use at the meeting of the Parish Council on 09<sup>th</sup> September 2024, it shall be reviewed periodically.

Signed:

Dated: 09<sup>th</sup> September 2024

\_\_\_\_\_ Chair of the Council



## GORING-ON-THAMES PARISH COUNCIL

### **Annex A - Standard letter for Historic Owners, to update them on the new regulations, if not in compliance**

Dear [Registered Owner of Exclusive Rights]

We are writing to you because you are the registered contact for (name of deceased)'s burial plot at White Hill Burial Ground in Goring.

In order to preserve a grass burial ground for all to be able to feel comfortable visiting loved ones graves, as well as finding the balance for reasonable ease for the Council to maintain it, a new section has been added into the Regulations to clarify some points:

1.3 White Hill is a lawn burial ground. No planting of trees, shrubs, bulbs or other material of a temporary or permanent nature is permitted. In particular, in order to be able to mow and maintain the grass/lawn burial ground, the use of cages around the burial plots is not allowed. Also, all pots, vases, flowers, statuary, etc should be limited to the surface area of the plinth in front of the headstone. The intent is to keep the grass sections to be easily accessed for mowing and to maintain the overall appearance of a grass burial ground, but still allow individual, personal expressions of deceased loved ones.

We have identified in a recent inspection that your plot has \_\_\_\_\_, which we kindly ask is removed. We will remove and safely store these items if you have not taken action within 4 weeks of this letter. If not collected, by arrangement, within 6 months the items may be disposed of.

If you have any questions or concerns about your loved one's plot, please contact the Parish Council by e-mail ([WHBG@GoringParishCouncil.gov.uk](mailto:WHBG@GoringParishCouncil.gov.uk)) or by post. We are not able to change the policy, but we will do all we can to assist you in being easily able to comply.





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### **Annex B - Standard letter to those not adhering to the Regulations:**

Dear [Registered Owner of Exclusive Rights]

We are writing to you because you are the registered contact for (name of deceased)'s burial plot at White Hill Burial Ground in Goring.

In order to preserve a grass burial ground for all to be able to feel comfortable visiting loved ones graves, as well as finding the balance for reasonable ease for the Council to maintain it, the Burial Ground Regulations in effect when the plot was purchased included:

1.3 White Hill is a lawn burial ground. No planting of trees, shrubs, bulbs or other material of a temporary or permanent nature is permitted. In particular, in order to be able to mow and maintain the grass/lawn burial ground, the use of cages around the burial plots is not allowed. Also, all pots, vases, flowers, statuary, etc should be limited to the surface area of the plinth in front of the headstone. The intent is to keep the grass sections to be easily accessed for mowing and to maintain the overall appearance of a grass burial ground, but still allow individual, personal expressions of deceased loved ones.

We are writing to you to remind you of these regulations as at a recent maintenance inspection of the burial ground it was found that.....

We kindly request that this be removed within 4 weeks of the date of this letter, at which point, all remaining mementos, vases, statuary, etc will be removed to the office at the burial ground. If not collected, by arrangement, within 6 months the item may be disposed of. If you need a little longer to make the arrangements to remove or rearrange the items, please contact us so we can help you comply with this request.

If you have any questions or concerns about your loved one's plot, please contact the Parish Council by e-mail ([WHBG@GoringParishCouncil.gov.uk](mailto:WHBG@GoringParishCouncil.gov.uk)) or by post. We are not able to change the policy, but we will do all we can to assist you in being easily able to comply.





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### PLEASE READ THESE GUIDELINE CAREFULLY

1. No memorial will be allowed on a grave if the Exclusive Right of Burial has not been purchased.
2. It is the responsibility of the registered owner to ensure the continued maintenance and safe upkeep of the memorial. The Council recommends that memorial insurance be taken out to complement any warranty provided by the Memorial Mason. The Council is not responsible for making good any damage caused by circumstances over which it has no control.
3. For safety reasons, when a grave is excavated, the memorial may have to be removed from the burial ground by a Memorial Mason. The Funeral Director usually makes this arrangement in direct liaison with the family.
4. It is important that you notify the Council of any change of address or circumstances.

### MONUMENT SPECIFICATIONS (SUMMARY ONLY, SEE BURIAL GROUND REGULATIONS FOR FULL DETAIL)

1. All graves purchased in the burial ground are traditional graves, which allows for a monolith or cross style headstone. It must be positioned near the west (head) end of the grave space, in line with adjacent monuments, or where marked by the council. The monument shall rise from a matching stone base, set level with the ground and not extending more than. The base may be pierced for a removable flower container.
2. A monument must be dignified and made entirely of a single piece of stone or wood with matching plinth, and must be inscribed on the back in the bottom left hand corner with the grave number, no other inscriptions or markings are permitted on the reverse of the monument. Any cramps used in construction must be of non-ferrous metal. Loose stones, chippings and edgings are not permitted
3. For a cremated remains grave space, only a tablet set level with the ground or a "desk" tablet 75mm high will be permitted. This must not be greater in size than 450mm by 450mm..
4. All memorials placed in the burial ground are done so at the risk of the registered grave owner, the council is not responsible for any loss or damage to a memorial. It is recommended that memorial insurance is obtained from your appointed memorial mason
5. No shrubs, bulbs or other planting may be planted on a grave. No glass case shall be placed on any grave. No artificial flowers or wreaths may be permitted on a grave, to reduce plastic waste and harm to wildlife. The council reserves the right to remove them if they become untidy.
6. No fragile vases shall be used, including glass and ceramics. The council shall dispose of any broken items upon inspection..
7. No maker's name or other advertisement of any kind may be shown on any monument.

### DECLARATION BY APPLICANT (Must include wet signature of the owner of exclusive rights of the plot).

I declare that I have the authority to instruct these works. I have read and accept the Guidelines above.

Name of Applicant:	Address:
Telephone Number	
Email address:	Postcode:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### DECLARATION BY THE MEMORIAL MASON

I, the Memorial Mason, have read and understood the Council's Burial Ground Regulations and agree to abide by them. I am responsible for the settlement of Cemetery fees and charges.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Annex D – Notice of Interment** (original document available on website)



## GORING-ON-THAMES PARISH COUNCIL

Gardiner Pavilion • Upper Red Cross Road • Goring • Reading RG8 9BD

Phone: 01491 874444 • 07516035604 • [WHBG@goringparishcouncil.gov.uk](mailto:WHBG@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

### Notice of Interment – White Hill Burial Ground

Complete Section A & B plus either C or D as applicable, please return to the Parish office giving 3 clear working days' notice.

#### Section A: The Deceased

First Name(s)

Surname

Date of Birth

Date of Death

Permanent Address at Time of Death

Postcode

Trade or Profession

Where Death Occurred (If different from permanent address)

#### Section B: The Interment

Day and Date

Time of Arrival at the Burial Ground

Officiant (if any)

Funeral director: Company; person; phone number(s)

#### Applicable Extract from the Burial Ground regulations:

- Burial rights are purchased at the time of the first burial, usually by a family member. The exclusive right is for 99 years from the date of purchase. The policy of the council is not to permit advance reservation or purchase of burial plots. If a plot is purchased without exclusive rights, there will be no right to erect memorials etc.
- Second or subsequent burials in a grave space can only be carried out with the permission of the burial rights owner. Families must keep the council informed of the current ownership of the burial right if it is transferred or passes by inheritance.
- Ownership of an exclusive right to burial conveys no other legal rights over the grave space, which remains the Council's property.
- Coffin grave spaces generally have room for two coffin burials and a number of caskets of cremated remains. A triple depth grave can accommodate up to three coffin burials. Cremated remains grave spaces have room for two caskets.
- Grave spaces for first burials will be selected by the council in the appropriate site of the burial ground and marked approximately two days before the burial. The policy of the council is normally to allocate the next space in line.





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### Section C: Burials

Purchase of Exclusive Right of Burial or Reopen?

New Plot with Exclusive Right of Burial ☐  
Reopen of an existing Burial Plot ☐

New Purchases Only: Type of Plot Required

Church of England ☐  
Roman Catholic ☐  
Non-Denominational ☐

Coffin Dimensions

Length:  Shoulder Width:

Reopen Only: Details of Plot Row & Number

Details of the owner of exclusive rights of burial.

(For New plots, the purchaser. For Reopens, the present owner or new owner if previous owner is the deceased)

Name

Address

E-mail

Phone

### Section D: Cremated Remains

Purchase of Exclusive Right of Interment or Reopen?

New Plot with Exclusive Rights ☐  
Reopen of an existing Interment Plot ☐

New Purchases Only: Type of Plot Required

Church of England ☐  
Roman Catholic ☐  
Non-Denominational ☐

Plot Preparation

Plot to be prepared by: Funeral Director ☐ Parish Council ☐

Reopen Only: Details of Plot Row & Number

Details of the owner of exclusive rights of burial.

(For New plots, the purchaser. For Reopens, the present owner or new owner if previous owner is the deceased)

Name

Address

E-mail

Phone

### Declaration by Applicant: (Must include the wet signature of the Owner of Exclusive Rights)

I confirm the details contained in this form are accurate and will be used to populate the burial register.

I note that the mourning party should not arrive at the burial ground earlier than 15 minutes prior to "Time of Arrival at the Burial Ground" in Section B. 30 minutes after "Time of Arrival at the Burial Ground" in Section B are allowed for any graveside service, after which the plot will be back filled by the grave digger once the mourning party have departed, unless by prior arrangement.

Name of Applicant

Company if Applicable

Signature

Date

### Office Use Only

Plot Fee

Interment Fee

Grave Digging Fee

Total Fees

Plot Number



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## Annex F – Change of Address Form, Owner of EROB



## GORING-ON-THAMES PARISH COUNCIL

Gardiner Pavilion • Upper Red Cross Road • Goring • Reading RG8 9BD

Phone: 01491 874444 • 07516035604 • [WHBG@goringparishcouncil.gov.uk](mailto:WHBG@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

### Owner of the Exclusive Rights of Burial – White Hill Burial Ground Contact Details Update

Complete all Sections and return to the Parish Office.

#### Section A: The Plot (s)

Plot Number(s) if Known.

Name of the Deceased	Date of Death

#### Section B: Current Contact Details

Details of the owner of exclusive rights of burial.

Name		Address	
E-mail			
Phone			

#### Section C: New Contact Details

Details of the owner of exclusive rights of burial.

Name		Address	
E-mail			
Phone			

#### Declaration by Applicant:

I confirm the details contained in this form are accurate and will be used to populate the burial register.

Name of Applicant	Company if Applicable
Signature	Date



**Annex F – Memorial Bench Policy**

**1. INTRODUCTION**

- 1.1 Goring-on-Thames Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
- 1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances. This policy has been produced with the following guiding principles:
- To be respectful and sympathetic to those seeking to install a memorial bench
  - To establish responsibility for the maintenance, repair and replacement of memorial benches.
  - To ensure that memorial benches are not out of place in the area in which they are situated

**2. LOCATIONS**

- 2.1. As a principle, Goring-on-Thames Parish Council will approve requests for memorial benches to be installed for those laid to rest in the parish, who lived within the parish for at least 10 years at the following locations:

2.1.1. Ferry Land Space

In the following locations or to replace damaged benches being removed.  
(opposite current bench locations)



2.1.2. Rectory Garden

In the following locations or to replace damaged benches being removed.

- No more than 1 between each pair of trees, in line with the path.
- 3-4 around the perimeter.

2.1.3. Gardiner Recreation Ground

In the following locations or to replace damaged benches being removed.

- No more than 1 between each pair of trees around the perimeter, facing in to the field.

2.1.4. Sheepcot Recreation Ground



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In the following locations or to replace damaged benches being removed.

- No more than 1 between each pair of trees around the perimeter, facing in to the field.
- Spaced sensitively along the North and South edges, no more than 5-6 on each side.

### 2.1.5. Bourdillon Field

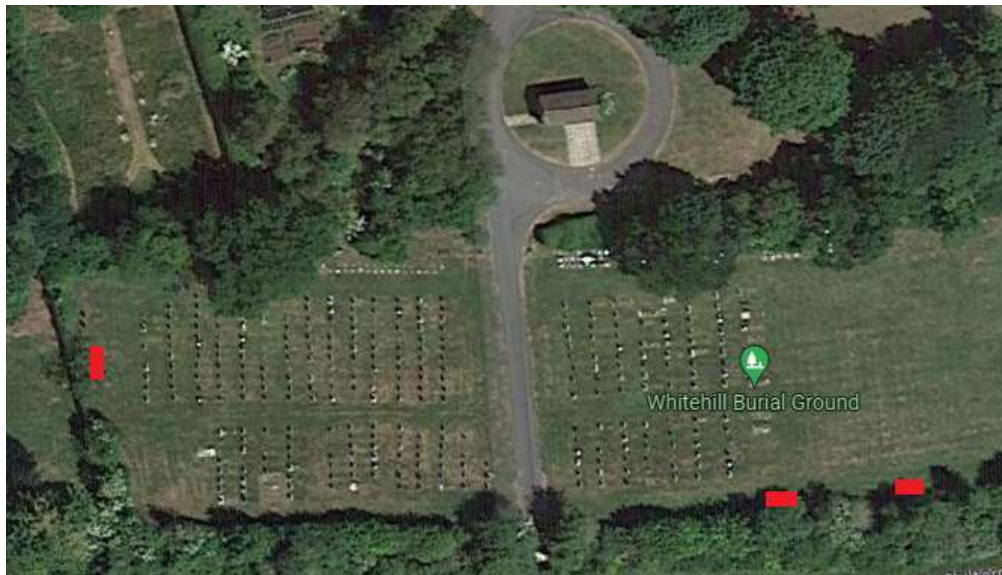
In the following locations or to replace damaged benches being removed.

- Spaced sensitively along the North and South edges, no more than 2-3 on each side.

### 2.1.6. Burial Ground

In the following locations or to replace damaged benches being removed.

- 2-off Directly opposite current benches in CofE Sections
- 1-off looking over the Non-Denominational Burial Section.



- 2.2. In exceptional circumstances, memorial bench installation will be approved by the Full Council for people laid to rest outside of Goring or those without 10 years of residency in the parish.

## 3. TERMS & CONDITIONS

- 3.1. The Parish Council will only permit memorial benches to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered. Memorials will be limited to benches.
- 3.2. All applications for memorial benches should be completed on the official request form and be signed by the applicant. They will then be authorised by the Parish Council before installation.
- 3.3. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
- 3.4. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by





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75mm high and shall be fitted in the centre of the upper most slat of the back of the bench. If not installed by the manufacturer, the plaque shall be installed with non-return security screws.

- 3.5. The Parish Council accepts no liability for damages caused to person(s) by memorial benches.
- 3.6. The Parish Council will consider each application on an individual basis. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
- 3.7. The Parish Council reserves the right to remove or re-site memorial benches at any time.
- 3.8. The Parish Council should they need, to will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish council is in possession of current contact details.
- 3.9. The Parish Council will not be responsible for any maintenance of any memorial bench. However, if any maintenance is required, in the opinion of a proper officer of the Council, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works. Any maintenance carried out by a third party will be in strict agreement with the Parish Council at an agreed time
- 3.10. The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of the notification referred to in section 3.8 and 3.9 above.
- 3.11. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
- 3.12. Benches will be constructed of recycled plastic and prior to installation the design selected by the Parish Council to be in keeping with the intended location.
- 3.13. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.14. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
- 3.15. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.
- 3.16. All memorial benches should be paid for by the applicant before the completion of the installation. An administration fee of £100 per 15 year period is due to the Parish Council prior to installation.



#### **4. STYLE & COST OF BENCH**

4.1. Permission will only be given for the following:

- Brown in Colour, Recycled Plastic Benches.

At the time of approval of this updated policy, the recommended benches are, Dale Commemorative Bench 1.5m, or the Commemorative Wirksworth Seat provided by TDP Limited, Derbyshire.

Costs will be confirmed at the time permission is granted, at the time of approval of this policy, approximately £750 to include ground anchors, delivery and brass plaque with engraving.

(original document available on website)



# GORING-ON-THAMES PARISH COUNCIL



## GORING-ON-THAMES PARISH COUNCIL

Old Jubilee Fire Station • Red Cross Road • Goring • Reading RG8 9HG  
Phone: 01491 874444 • [WHBG@goringparishcouncil.gov.uk](mailto:WHBG@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

### Memorial Bench Application

Complete all sections, please return to the Parish Office

#### Section A: Contact Details of the Bench Owner (Applicant)

First Name(s)

Surname

Address

Postcode

Telephone

E-mail

By completing this form, the applicant agrees to be contacted by, and their details being kept by, GPC for this purpose.

#### Section B: The Bench

Location Requested

Plaque to be in the Name of:

Additional Inscription, including any dates (Please check this every carefully for errors, this cannot be corrected)

#### Applicable Extract from the Burial Ground regulations:

- The Parish Council reserves the right to remove or re-site memorial benches at any time.
- The Parish Council will not be responsible for any maintenance of any memorial bench.
- The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
- The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.

#### Declaration by Applicant:

I confirm the details contained in this form are accurate and agree to the terms of the Memorial Bench Policy.

Name of Applicant

Signature

Date

Office Use Only:

Fees:

Approved by the Council: