



Commemorative Policy

The Town Council receive occasional requests from members of the public who wish to place a commemorative item within the Memorial Park or Owlsmoor Park.

Any commemorative item should be in recognition for voluntary service to the community.

Sandhurst Town Council will consider requests for –

Park bench –

- The type and style are to be standardised to the existing benches in the park. The benches are made of recycled plastic. Details of the bench design and costs can be obtained from the office at STC.
- Purchase will include the bench, plaque, inscription, installation and will be for the expected natural life of the bench only.
- To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque in all cases.
- Maintenance responsibility lies with the purchaser and benches must be maintained in agreement with STC so that they remain structurally sound. Benches will remain on site whilst they are fit for purpose. Unsafe or poorly maintained benches will be removed by STC and plaques kept for return to the owners.
- Location requests for benches will be considered, however STC reserve the right to locate the bench anywhere that is deemed suitable in the park. Consideration will be given to existing benches, sports facilities and maintenance needs.

Commemorative Trees, Plant & Wildflowers

- The type of tree, plant or wildflower and position of planting will be agreed with STC.
- The planting will be undertaken by the Ground Staff.
- There will not be any commemorative plaques permitted. Instead, an entry into the commemorative book will record names and locations of Memorials.

Any request for a commemorative item should be made to stc@sandhurst.gov.uk. The requests will be considered by the Strategy & Policy Committee at their next scheduled meeting.