



East Wittering and Bracklesham Parish Council Memorial Plaque Policy

Purpose

This policy sets out the conditions under which residents may request the installation of a memorial plaque within the East Wittering and Bracklesham Parish Council Memorial Garden. Its aim is to ensure that the garden remains a place of dignity, reflection, and respect for all who visit.

Eligibility

Requests for memorial plaques may be made by:

Current residents of the parish.

Immediate family members of deceased individuals who lived in the parish at the time of their death or who had a significant connection to the parish.

Application Process

Applications must be made in writing to the Parish Clerk, using the official Memorial Plaque Application Form.

The application should include:

Full name of the person to be commemorated.

Dates of birth and death.

Wording for the plaque (subject to approval).

Contact details of the applicant.

Plaque Design & Specifications

All plaques must conform to the council's standard specification to ensure uniformity:

Material: Bird Shaped Marine Grade Stainless Steel

Size: 150mm from beak to tail.

Lettering: Simple and legible, maximum of 29 characters including spaces.

No images, logos, or non-approved symbols will be permitted without express council approval.

The council will arrange for the manufacture and installation of plaques via an approved supplier.

Location & Placement

Plaques will be placed only in designated areas within the Memorial Garden.

The exact location will be determined by the council to maintain aesthetic balance and avoid overcrowding.

The council reserves the right to relocate plaques if necessary for maintenance or landscaping.

Costs

All costs associated with the supply, engraving, and installation of the plaque must be borne by the applicant.

Payment must be made in full before the plaque order is placed.

Current costs will be reviewed annually and published on the parish website.

Maintenance

The council will maintain the Memorial Garden as part of its groundskeeping schedule.

Plaques will be cleaned as required, but natural weathering will occur over time.

Damaged or missing plaques will be replaced only at the expense of the original applicant or their family.

Duration & Removal

Plaques will remain in place for a period of 20 years, after which the council may contact the applicant or their family regarding renewal.

If renewal is not requested or payment is not made, the plaque may be removed and stored for a limited time before disposal.

Prohibited Content

Wording that is deemed offensive, political, or commercial in nature will not be permitted.

The council's decision on the suitability of text is final.

No flowers or toys are to be placed in the memorial garden.

Council Discretion

The Parish Council reserves the right to decline any application that does not meet the criteria set out in this policy or that it deems inappropriate for the dignity of the Memorial Garden.

Adopted by East Wittering and Bracklesham Parish Council on: 09/07/2026

Minute Ref: 26.099

Review Date: July 2027