



LISS PARISH COUNCIL

POLICY FOR MEMORIALS IN PUBLIC SPACES

Liss Parish Council (LPC) recognises the wish for memorial plaques in public spaces which are managed by LPC. Liss Parish Council will consider requests on an individual basis.

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial.
- To ensure the recreational use of open spaces is not compromised and ensure the quality of their appearance is maintained.

Terms and Conditions

- Liss Parish Council has the right to limit, in both location and number, the types of memorial in any one area.
- The appropriate donation must be received before the installation of any memorial takes place.
- Liss Parish Council does not accept applications for memorials for pets.
- Liss Parish Council is unable to agree to the interment or scattering of ashes at public open spaces within the parish.

Memorial Plaques

Liss Parish Council will consider requests for placement of a memorial plaque on an existing Parish Council bench. As benches have been provided through public funds, a charge will apply which includes a donation towards the original purchase, future maintenance of all benches plus the installation cost of the plaque. The donation is not allocated for maintenance of any specific bench.

1. The proposed inscription on a memorial plaque must be approved by Liss Parish Council. An enquiry should be sent to the Admin Officer on adminofficer@lissparishcouncil.gov.uk before any order is placed.
2. Plaques must be stainless steel and size 225mm x 75mm with 4 corner screw holes for fitting.
3. The applicant will be responsible for delivering the memorial plaque to the Parish Office to be installed on bench by LPC Groundsman.
4. No additional mementos such as statues or vases will be permitted alongside or placed on any bench. Liss Parish Council reserves the right to remove any such mementos or flowers.
5. Liss Parish Council reserves the right to remove or re-site a memorial plaque ten years from installation or sooner if the plaque is in a poor state of repair or the bench is no longer considered safe or fit for purpose. LPC will always aim to retain memorial

plaques where possible and retains the right to re-site a plaque should this become necessary.

6. Liss Parish Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available.
7. Liss Parish Council is not responsible for the maintenance of memorial plaques. Memorial plaques must not be removed or inscriptions amended without the written approval of Liss Parish Council.
8. Liss Parish Council accepts no liability for damage to benches or plaques by a third party.
9. Liss 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 with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.

Memorial Benches

Memorial Benches are to be supplied by the requester, but specification agreed with Liss Parish Council. Whether we can accommodate will depend on the specific site, existing availability and need/desirability. LPC will fit (any further cost for this to be agreed with LPC on request). No maintenance undertaken by LPC.

Memorial Trees/rose

Due to large numbers of existing trees and dependent on the level of demand, the planting of trees may not always be possible, however we do permit a memorial rose in the bed at the Memorial Garden.

1. An enquiry should be sent to the Admin Officer on adminofficer@lissparishcouncil.gov.uk
2. A donation and/or help maintaining the bed would be very welcome.
3. The rose will be solely owned by Liss Parish Council.
4. The applicant will be responsible for ordering and delivering the rose to the Parish Office for planting by LPC Groundsman. However, should the applicant wish to undertake the planting themselves, this can be accommodated.
5. Liss 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 with updated details in writing. Failure to do so could lead to the Council being unable to give you notice if the rose needs to be moved/removed.
6. No additional mementos such as cut or plastic flowers, flowers in pots, statues or vases will be permitted alongside any tree/rose. Liss Parish Council reserves the right to remove any such mementos or flowers. However native spring bulbs may be planted around the base of the tree, with the Council's permission and agreement as to type.
7. Liss Parish Council will not accept responsibility or liability in respect of any damage to or loss of a memorial rose, including damage caused by a third party.

If you have any queries or need further information please don't hesitate to contact the Parish Office on 01730 892823 or [adminofficer@lissparishcouncil.gov.uk/](mailto:adminofficer@lissparishcouncil.gov.uk)
clerk@lissparishcouncil.gov.uk.

Liss Parish Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Adopted by Liss Parish Council on 21st September 2026.

To be reviewed in 2029.