

Brighton & Hove City Council

Place Overview & Scrutiny Committee

Agenda Item 71

Subject: Memorials Policy

Date of meeting: 24th March 2026

Report of: Chair of Place Overview & Scrutiny Committee

Contact Officer: Name: Natalie Sacks-Hammond

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Ward(s) affected: (All Wards);

Key Decision: No

For general release

1. Purpose of the report and policy context

- 1.1 This report considers the new Memorials Policy that is formalising in a single policy document the Council's approach to memorials on council-owned land, to ensure greater clarity going forward. This includes plaques, benches, trees, gardens, temporary and historic memorials such as statues. This policy does not apply to property or land under private ownership. The policy will be made available on the Council's website.
- 1.2 This policy has been generated to assist anyone considering installing a memorial in the area of Brighton & Hove on Council-owned land. It aims to provide clarity about the types of proposals the Council grants approval for and to provide guidance on the formal application process which must be followed. It also clarifies the legal requirements, including in relation to planning permissions required as well as on bylaws relating to memorials and structures on council land. Appendix 1 contains presentation slides; the draft policy can be accessed at Appendix 2.

2. Recommendations

- 2.1 That Place Overview & Scrutiny Committee note the report.

3. Context and background information

- 3.1 The Memorials Policy has been developed for those who wish to install a memorial in the city. It details the core principles of Compassionate Consideration, Inclusivity and Diversity, and Quality and Sustainability. The policy covers alternative options to memorials, donation schemes for trees and benches, and the application process.

- 3.2 The Policy clarifies that it is the responsibility of applicants to make arrangements for funding for ongoing maintenance and that they must seek advice from the Planning Team on whether planning permission is needed. They also need to comply with byelaws.
- 3.3 The council accepts donations for benches and trees with a choice of site for both. Benches will be in place for a minimum of 5 years. Tree donations are managed through the Tree Trust Fund and planting takes place between November – March. The council only plants trees sourced from its own suppliers due to biosecurity measures and to prevent the spread of infection. They will not accept plant donations or have memorial plantings in Parks and Open Spaces.
- 3.4 Application requirements include:
- Detailed proposal including design, location, and materials
 - Funding arrangements (including ongoing repair and maintenance)
 - Evidence of community support through significant consultation
 - Maintenance plan with named responsible persons and how they will be involved.
 - Permission from relevant stakeholders including next of kin where applicable
- 3.5 Applications will be assessed on historical and cultural significance, impact on the landscape, accessibility, safety, environmental factors and saturation of existing memorials in the area. For commemorative memorials, there will be a 20-year wait to ensure future historical relevance.
- 3.6 In respect of temporary memorials; flowers will be allowed for a period of 14 days, unsanctioned items will be removed by City Parks/Highway and the Safety Advisory Group should be consulted for any public vigil or gathering to ensure multi-agency awareness of the activity. Items considered by senior executives to be political, divisive or offensive will be removed immediately.
- 3.7 The application process will normally take 8 weeks from the initial application once all relevant documents and permissions have been obtained. There will be a 28-day appeals process if the application is not granted. The team are committed to supporting applicants throughout the process providing pre-application advice, identifying suitable locations, suggesting appropriate materials, connecting with qualified artists and craftspeople, and assisting with consultation.

4. Analysis and consideration of alternative options

- 4.1 Not specifically for this scrutiny report.

5. Community engagement and consultation

- 5.1 The policy has been drafted with reference to a variety of city council teams including Culture & Events, Communities, City Parks, Communications,

Planning and Highways. Applicants must consult prior to their application to demonstrate support from the community. The Community Cohesion Team can help with this.

6. Financial implications

6.1 There are no direct financial implications arising from the recommendation for this report.

6.2 The Policy sets out the Council's approach to approving and managing memorials on Council-owned land and clarifies that all costs associated with installation, repair and ongoing maintenance are to be fully funded by applicants. As such, the Policy is not expected to create additional revenue pressures for Council services.

6.3 Any clearance of temporary memorials following the permitted 14-day period will be managed within existing City Parks and Highways budgets. Any advisory input required from Planning or other services will be met from existing staff resources.

6.4 Should future service improvements be pursued, such as automation of the application process these would need to be considered within existing digital and service-improvement programmes, subject to available resources.

Name of finance officer consulted: Craig Garoghan Date consulted:
09/03/2026

7. Legal implications

7.1 This policy seeks to provide clarity regarding the Council's approach in this area. There is no requirement that it be formally approved and no legal implications have been identified as arising from this Report.

Name of lawyer consulted: Victoria Simpson Date consulted: 04/03/2026

8. Risk implications

8.1 Not specifically for this scrutiny report.

9. Equalities implications

9.1 Inclusivity and diversity are core principles of the policy and it encourages memorials that recognise historically underrepresented groups and celebrate the variety of contributions that have shaped the city.

10. Sustainability implications

10.1 Sustainability is a core principle for this policy and memorials are expected to be sustainable to maintain, constructed from durable materials that are coastally resilient and sympathetic to the local area.

10. Health and Wellbeing Implications:

10.1 Health and safety is considered throughout the policy including the following regulations:

- All installations must be accessible and safe.
- Where a temporary memorial forms part of a public gathering or vigil, the Safety Advisory Group should be consulted to ensure multi-agency awareness of the activity.
- The laying of flowers will be accepted for up to 14 days or when at capacity or beyond a health & safety tolerance.
- Items considered by senior executives to be political, divisive or offensive will be removed immediately.
- For larger gatherings above 100 people it is recommended to contact the Events Team and Sussex Police as early as possible.

11. Conclusion

11.1 Place Overview & Scrutiny Committee to note the report.

Supporting Documentation

1. Appendices

1. Presentation on the Memorial Policy
2. Draft Memorial Policy