

Brighton & Hove City Council

Place Overview & Scrutiny Committee

Agenda Item 23

Subject: Memorials Policy

Date of meeting: 8th September 2026

Report of: Chair of Place Overview & Scrutiny Committee

Contact Officer: Name: Natalie Sacks-Hammond

Email: Natalie.sacks-hammond@brighton-hove.gov.uk

Ward(s) affected: (All Wards);

Key Decision: No

For general release

1. Purpose of the report and policy context

- 1.1 This report appends an updated draft Memorials Policy, which aims to ensure clarity for officers and the public regarding memorials in the public domain. This includes plaques, public art, benches, trees, gardens, temporary and historic memorials such as statues. This policy does not apply to property or land under private ownership.
- 1.2 The policy clarifies the types of memorials which may be allowed and the criteria applied by the Council when considering whether to grant approval, as well as 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 byelaws relating to memorials and structures on council land. Appendix 1 contains presentation slides; the draft policy can be accessed at Appendix 2.
- 1.3 A draft Memorials Policy was originally presented to Place Overview & Scrutiny Committee on 24th March 2026. Following feedback, the Policy has been further revised and is now returning to this Committee prior to being put to Cabinet for formal approval.

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 follows the core principles of Compassion, Inclusivity and Diversity, and High Quality, Sustainable and Contemporary Design. It

has been reviewed by City Parks, Culture & Events, Environmental Services and Highways. The Planning and Licensing Teams have been consulted.

- 3.2 The Policy has been revised in response to feedback from members of Place Overview & Scrutiny Committee at its meeting on 24th March 2026. Key changes include:

- Extension of timeframe for removal from 14 days to 28 days
- Clarification of permission and removal process making it clear that spontaneous displays do not require permission unless they go over the 28-day limit
- Better signposting of memorial options within the cemeteries estate
- Integration of existing roadside memorial policy (circa 2015)
- “Historically significant” exception for the 20-year rule (for example, Covid memorial)

- 3.3 The application process will normally take 8 weeks from the initial application once all relevant documents and permissions have been obtained. For temporary flower displays, officers will seek to contact the bereaved within 28 days. For a more permanent memorial, consultees will be agreed with Community Cohesion colleagues.

- 3.4 After 28 days, temporary memorials will be removed by City Parks or Environmental Services if on the Highway. Longer Term applicants will be advised to contact the Planning Department. 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 unless exempt. There will be a 28-day appeals process if the application is not granted.

4. Analysis and consideration of alternative options

- 4.1 No alternative options have been identified

5. Community engagement and consultation

- 5.1 The policy has been revised with reference to a variety of council teams including City Parks, Culture & Events, Environmental Services and Highways and checked with the Planning and Licensing Teams. 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 28 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: John Lack Date consulted: 19/08/2026

7. Legal implications

- 7.1 No legal implications other than those noted have been identified.

Name of lawyer consulted: Victoria Simpson Date consulted 17.08.26

8. Risk implications

- 8.1 Not specifically for this report

9. Equalities implications

- 9.1 Inclusivity and diversity are core principles of this Policy, which encourages memorials that recognise historically underrepresented groups and celebrates 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.

11. Health and Wellbeing Implications:

- 11.1 Health and safety is considered throughout the policy ensuring that all installations are accessible and safe.

12. Conclusion

- 12.1 Place Overview & Scrutiny Committee note the report.

Supporting Documentation

Appendices

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