



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Memorial Policy

Version Control Log

Version	Date	Summary of Changes / Notes	Author
1.0	March 2023	Previous version Implemented	
1.1	27/11/2025	Content imported into new template	MJ

Document Approval

Version	Date	Person Responsible	Approved by	Signature
1.1	April 2026		All trustees	NA

Distribution History

Version	Date	Circulated to
1.1	28/04/2026	Added to Woodlarks Document Library and Website

Review Interval

Version	Date of Next Review	Interval
1.1	28/04/2029	3 years

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1 Introduction

1.1 Purpose

1.1.1 Occasionally Woodlarks Campsite (“Woodlarks”) is asked about memorials. As relatives of the deceased may be distressed, we hope to set out simple guidelines outlining the Charity’s memorial policy.

1.2 Definitions

1.2.1 For definitions used in this policy, please refer to the separate document on our [website](#).

1.3 Personnel

1.3.1 For allocated personnel for this policy, please refer to the separate document on our [website](#).

1.4 Scope

1.4.1 This policy applies to both:

- [Woodlarks Campsite CIO – 1214811](#)
- [Woodlarks Camp Site Trust – 306148](#)

1.4.2 This policy applies to:

- Trustees
- Members of Management Committees
- Warden and Secretary
- Woodlarks Volunteers, including volunteers attending Working Parties and Winter Events
- Camps, Schools and Winter Events hiring or using the site

1.4.3 It covers all activities taking place on the campsite, whether residential or day use.

2 Guidelines

2.1.1 Anyone wishing to inter ashes or place a memorial should contact our Secretary (see below). It’s important to let us know a few details about the deceased

- their name;
- their connection to Woodlarks;
- whether the request is for the burial of ashes or for a memorial or both.

2.1.2 We will consider any request and try to reply within a week.

2.1.3 Please contact:

Secretary
Woodlarks Camp Site
Kathleen Marshall House
Tilford Road
Farnham
GU10 3RN

01252 716279
secretary@woodlarks.org.uk

2.2 Ashes

- 2.2.1 We have an area reserved for the burial of ashes. It is on the edge of the woodland behind the chapel. We ask that ashes are buried directly into the ground, not placed in an urn.
- 2.2.2 Ashes may be scattered elsewhere by prior agreement.
- 2.2.3 We do not allow markers to be placed.
- 2.2.4 We also need to agree the date and time of the ceremony and the numbers involved. Please bear in mind that access must fit in with our calendar and access may only be available outside the camping season. We cannot grant access when vulnerable, not associated with the ceremony, people are on site.
- 2.2.5 If the deceased was a member of a Camp, a ceremony can be incorporated into the Camp week with the permission of the Camp Leader.

2.3 Memorials

- 2.3.1 The standard form of memorial is a seat or table. Any memorial text should be carved into the seat or table, not in the form of a plaque. Please be aware that Woodlarks makes every attempt to care for these items, but they will eventually decay.
- 2.3.2 If you would like a memorial tree, please remember that we cannot guarantee its welfare and will be subject to our tree safety policy. Please agree a suitable location for the tree and when it will be planted. Trees have the best chance of thriving if planted in the autumn.

3 Review

- 3.1.1 This policy will be reviewed after three years.