



Cainscross Town Council

Cashes Green & Ebley

CAINSCROSS TOWN COUNCIL

POLICY ON MEMORIALS

Adopted 26 September 2011

Reviewed September 2018

Review 2021

INTRODUCTION

Cainscross Town Council will consider requests for commemorative trees, benches and plaques to be planted/installed on any public open space owned by the Council. These facilities will be enjoyed by all users of the open space and will be managed for the benefit of all.

This policy covers broad issues and may not be exhaustive. It will be revised as necessary to meet changing circumstances and will be reviewed at least every three years; proposed amendments will be submitted to the Council for approval.

The policy will be available to the general public and applicants for memorials will be issued with a copy.

POLICY

- 1 Memorials may be in the form of commemorative trees, benches or plaques.
- 2 All applications for memorial trees, benches should be completed on the official request form and be signed by the applicant.
- 3 The tree or bench or plaque may be sited at Victory Park or other public open space in the Parish under the Council's control.
- 4 The site and exact location within the open space is to be agreed between the Council and the applicant.
- 5 The applicant will be invoiced for the reimbursement of the cost of the tree or bench and payment should be received prior to completion of the installation.

COMMEMORATIVE TREES

- 1 The proposed site for the tree and its exact location is to be agreed with the Council.
- 2 The tree will be positioned to maximise the benefit and development of the site.
- 3 The tree should be of native species and will be selected to suit the proposed location in consultation with the applicant.
- 4 It should be of a size to be agreed with the Council.
- 5 A tree guard should be provided to protect the tree.
- 6 Once the type, size and price of the tree has been agreed, it shall either be purchased by the applicant together with the guard and donated to the Council *or* the Council will purchase the tree and guard, in which case the Council will invoice the applicant for the tree and guard at the point of order.
- 7 The applicant will be invited to assist with the planting of the tree.

- 8 It may not be possible to place a commemorative plaque or sign dedicating the tree in the immediate vicinity of the tree.
- 9 The Council will not be responsible for any vandalism which may occur to any commemorative tree.
- 10 The Council will attempt to notify the applicant in the event that the tree is damaged and will provide details of any action taken as a result.
- 11 The applicant should notify the Council of any change in contact details.

MEMORIAL BENCHES

- 1 The proposed site for the bench and its exact location is to be agreed with the Council.
- 2 The bench will be positioned to maximise the benefit and development of the site.
- 3 Benches should be of a style and colour to suit the location; style and colour will be agreed between the applicant and the Council plus any ongoing commitment to maintenance.
- 4 Depending on the style of bench, a concrete base may be required
- 5 The bench will be installed by the Council's staff or contractors.
- 6 Once the style of bench has been agreed, the Council will obtain a price for the bench and a quotation for its installation, if it is to be installed by a contractor.
- 7 Once the price has been agreed between the applicant and the Council, the bench and base will be ordered and the applicant will be invoiced at point of order.
- 8 Payment should be received prior to completion of the installation.
- 9 The bench will remain the property of the Council, who will be responsible for its maintenance and insurance.
- 10 The Council will not be responsible for any vandalism or damage which may occur to any memorial bench.
- 11 The applicant should notify the Council of any change in contact details.
- 12 The Council reserves the right to remove any memorial bench that has been damaged and that in the view of the Council is beyond economical repair.
- 13 The Council accepts no replacement liability for the bench or its plaque at the end of its useful life and will dispose of any such bench.
- 14 Any replacement of such bench will be at the discretion of the Council and will be at the expense of the applicant, unless prior arrangements have been agreed.
- 15 The number of memorial benches shall not detract from the prime purpose of the site and may be limited. The Council reserves the right to refuse applications on this basis.
- 16 A memorial plaque will be permitted of 20cm by 7.5cm.
- 17 The wording of the inscription shall be agreed with the Council.
- 18 The plaque shall be ordered by the Council and Invoiced to the applicant prior to installation.

MEMORIAL PLAQUES

- 1 A request to locate a Memorial plaque will be considered by the Parish Council but only agreed if a suitable location managed by the Parish Council can be found. If agreed the position will maximise the benefit and development of the site and the number of memorials in a particular area will be limited. However, the Council will attempt to accommodate the wishes of the applicants wherever possible.
- 2 In order to maintain consistency of appearance, quality and control over location, all plaques will be ordered and installed by the Town Council and will measure 20cm by 7.5cm
- 3 The wording of the inscription shall be agreed with the Council.
- 4 The plaque shall be ordered by the Council and Invoiced to the applicant prior to installation.
- 5 The Council does not take responsibility for any plaque if it is damaged through vandalism or its replacement at the end of the life of the plaque.