

Memorial Bench and Tree Policy

GREAT SHELFORD PARISH COUNCIL

Adopted: 17th November 2021

MEMORIAL BENCH AND TREE POLICY

Introduction

Great Shelford Parish Council (the Council) recognises that when loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory, but provides a beautiful and functional improvement to the local environment.

1. General Statement of Policy

- 1.1 The Council will consider fully all requests for memorial benches and trees.
- 1.2 The Council will always endeavour to be respectful, sympathetic and fair towards those requesting benches and trees; to balance the needs of facility users, and to maintain the high quality of its open spaces.
- 1.3 Requests will be accommodated wherever possible, at a site determined by the Parish Council in consultation with the donor.

2. Memorial Benches

- 2.1. Benches will be purchased by the Council from their approved supplier in consultation with the donor.
- 2.2. The donor should ensure at all times that the Clerk is in possession of current contact details. It is important that the Council can contact you, or the future of the bench could be uncertain.
- 2.3. Benches will be of the type and colour agreed with the Council to be in keeping with the intended location.
- 2.4. All benches will be paid for by the donor before the bench is ordered from the approved supplier.
- 2.5. No additional mementoes, e.g. vases, statues, flowers, wreaths, balloons or other ornamentation, etc. shall be permitted on or around the bench.
- 2.6. The Council accepts no liability for damage to any benches from vandalism, third parties or whilst the Council carries out routine maintenance around the bench.
- 2.7. The Council reserves the right to remove any memorial benches that have been damaged and deemed by the Council to be beyond economic repair.
- 2.8. The Council will maintain the bench in line with the current maintenance regime.
- 2.9. The Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original donor.

3. Memorial Trees

- 3.1 Trees will be purchased by the Council in consultation with the donor.
- 3.2 The applicant should ensure at all times that the Clerk is in possession of current contact details.
- 3.3 Trees will be suitable, in-keeping with the immediate surroundings and based on professional advice as to what species is best for the location.

- 3.4 All trees will be paid for by the donor before the tree is ordered.
- 3.5 No additional mementoes, e.g. vases, statues, flowers, wreaths, balloons or other ornamentation, etc. shall be permitted on or around the tree.
- 3.6 The Council accepts no liability for damage to any trees from vandalism, third parties or whilst the Council carries out routine maintenance around the tree.
- 3.7 The Council will maintain the tree in line with the current maintenance regime.

4. Costs

- 4.1 The cost of the tree or bench will include any plaques with inscription, delivery, planting/installation costs (e.g. fixings, tree guard, paving or base at bench).
- 4.2 A further one-off surcharge of 25% will be added on top of the cost for the continuing and future maintenance of the tree or bench.
- 4.3 Below are indicative costs, however, these will vary depending on the final specifications:

Bench:

£600-£1,000 + plaque/inscription + installation + 25% maintenance surcharge

Plaque on existing bench:

50% cost of like or like replacement + plaque/inscription

Tree:

£50-£150 + plaque + tree guard and stake + 25% maintenance surcharge.

5. Installation/planting

- 5.1 The arrangements for ordering and installing the bench or tree will usually be made via the Clerk once the specification has been agreed with the applicant and the costs have been paid.
- 5.2 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree planting season.
- 5.3 Trees will normally be planted by the Council's approved contractor. However, applicants are welcome to be present at the tree planting and carry out a small ceremony if they wish.
- 5.4 No scattering of ashes of humans or pets will be permitted at any site.

6. Plaques

- 6.1 Commemorative plaques can be affixed to a memorial bench, or placed next to a memorial tree, subject to agreeing a size, wording, and specification with the Council. No plaque can may be affixed to a tree itself.
- 6.2 Plaques for trees are not usually recommended for trees in areas outside of the cemetery due to the increased risk of vandalism.
- 6.3 Commemorative plaques may be affixed to existing benches, where there is no other visible sign of it being a memorial bench. The fee for this will be the cost of the plaque and installation, plus 50% of the estimated cost of a like-for-like replacement bench.

7. Maintenance

- 7.1 The Council will only source high quality/durable benches and will endeavour to maintain and care for the memorial bench or tree. However, it cannot guarantee their condition.
- 7.2 Donors should be aware that benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.
- 7.3 The Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable or for other reasons.
- 7.4 No maintenance shall be carried out by the donor or a third party without agreement with the Council.

Document History		
Status	Date	Version
Drafted by Libby White	November 2021	1.0
Draft to Council for debate	17 th November 2021	
Council Approved	17 th November 2021	