



# **GODMANCHESTER TOWN COUNCIL**

## **Tree and Bench Memorial Policy**

The following procedure should be followed by anyone wishing to make a apply for a Tree and or Bench Memorial within Godmanchester.

The Tree and Memorial Bench Policy will be signed by the incoming Mayor, and be reviewed every three years.

**Cllr Peter Morgan  
Town Mayor**

**16<sup>th</sup> February 2017**

***Godmanchester Town Council is a non-Party Political  
Body***



## **Town Council Policy: Tree and Bench Memorials**

The Town Council manages the cemeteries in the Town and offers burial plots and places for the interment and scattering of ashes. We are often approached by families and loved ones who wish to find a way of remembering those who have died through the placement of a memorial – a tree or a bench – within the Town on the Town Council’s land<sup>1</sup>.

### **Memorial Trees**

The Town Council would be pleased to accept the donation of memorial trees on its land, where land is available. Depending on the location preferred (from the list of sites available) those wishing for a tree memorial will, where possible, have choice from a short-list of suitable trees for the site. The cost of the tree will be specified at the time of providing the list and a choice of possible locations will be identified. The planting and establishing of the tree will be organised by the Council in conjunction with local volunteers: those arranging the tree are welcome to attend. Whilst every effort will be taken to ensure that the tree is established and grows, the Council will not be held liable for any replacement. Once the tree memorial is accepted on the Council’s land it becomes the property of the Council, who will then manage it along with all the other trees on the site. It will not be possible to have a plaque identifying the memorial tree as the Council’s intention is that in time it becomes part of the Town landscape and take its place amongst the other trees around it<sup>2</sup>.

### **Benches**

The Town Council would be pleased to accept the donation of memorial benches on its land where land and sites are available. Depending on the location preferred (from the list of sites available) those wishing for a bench memorial will be advised on the choice of designs that the Council has agreed as suitable for that location: wooden benches in areas that are not likely to flood, benches made from recycled water durable materials in locations where flooding is likely with a choice of traditional style park benches and picnic benches depending on available sites. The cost of the bench will be specified at the time of providing the list and a choice of possible locations will be identified. The purchase and installation of the bench will be organised by the Council. Whilst every effort will be taken to ensure that the bench is retained in good order, the Council will not be held liable for any replacement required should it be damaged. Once the bench memorial is accepted on the Council’s land it becomes the property of the Council, who will then manage it along with all the other street and park furniture on the site. It will be possible to have a small metal plaque identifying the memorial bench which will remain on the bench for as long as bench is serviceable or for ten years, which happens first: these will be ordered at the time of purchasing the bench and the Clerk will need to approve the wording.

## **Appendix 1**

### **Sites for Memorials 2016 - 2020**

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<sup>1</sup> including on its rented land

<sup>2</sup> It is not appropriate for commemorative items to be left around the tree or to be attached to the memorial tree: the intention is that it should not be visually identified as being different from the trees around it. Any such items would be removed.



Memorial benches and trees shall be positioned to maximize the benefit and development of the park(s) but the Council will attempt to accommodate the wishes of the applicants. The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the park. Therefore, the size and location of the park shall limit the number permitted. The Council reserves the right to refuse applications on this basis.

### **The Recreation Ground**

#### **Trees**

Tree memorials will be mostly offered around the perimeter of the Recreation Ground unless replacement trees are required. Tree species will generally be from a list of native, water tolerant trees which are in keeping with the character of site and its propensity to flood.

#### **Benches**

Benches will be needed to be either made of recycled materials, such as heavy duty plastics, or have metal legs/frames as the Recreation Ground can be underwater during the winter and spring. The colours of benches will be either dark brown or grey and the designs will be traditional and heritage in style where possible, in keeping with the historic core that surrounds them.

### **Buttermel**

#### **Trees**

Tree memorials will be mostly offered around the perimeter of the Buttermel unless replacement trees are required. Tree species will generally be from a list of native or orchard trees which are in keeping with the character of site.

#### **Benches**

Benches will be needed to be either made of recycled materials or wood. The colours of benches will be either dark brown or grey and the designs will be traditional and heritage in style where possible, in keeping with the historic core that surrounds them.

### **Judith's Field**

#### **Trees**

Tree memorials will be mostly offered around the perimeter of the Judith's Field unless replacement trees are required. Tree species will generally be from a list of native or orchard trees which are in keeping with the character of site.

#### **Benches**

Benches will be needed to be either made of recycled materials or wood. The colours of benches will be either dark brown or grey and the designs will be contemporary in style where possible.

### **Plaques for benches**

Plaques will be metal and will be brass or silver in colour, measuring up to 15cmx7.5cm. The inscription is restricted to 'In (Loving) Memory of the name for the person and the dates of birth and death.



## **Appendix 2**

### **Lease Period**

All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.

Upon the end of the 10-year period, any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any bench or tree, which in its opinion is damaged or beyond economical repair.

### **Process**

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and planting/installation of the preferred memorial.

The Council reserves the right to remove any memorial benches or trees that have been damaged and are in view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches or trees from vandals, third parties or whilst the Council carries out routine maintenance in the park.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

### **Payment**

Payment is required with every completed application form. Cheques should be made payable to Godmanchester Town Council.

### **Conditions**

Godmanchester Town Council reserves the right to plant trees and install benches where suitable, but will, where appropriate, accommodate requests.

Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Godmanchester Town Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

Godmanchester Town Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear.



### **Existing Benches**

While every reasonable effort will be made to contact the original owners of private benches, the Town Council will assume ownership for any existing benches that are privately owned and maintain and remove accordingly.



**Memorial Tree/Bench Application Form**

<b>Applicant Name:</b>			
<b>Applicant Address:</b>			
<b>Applicant Tel No:</b>			
<b>Applicant Email:</b>			
<b>Item</b>	<b>Location</b>	<b>Quantity</b>	<b>Cost</b>
Phoenix Jubilee Seat			£809.82
Taper Resistant Fixing Covers			£16.67
Plaque 150mm x 50mm			£70.12
Stanford Seat			£921.73
Plaque 150mm x 40mm			£70.12
Installation			£60.00
Concrete Plinth			£400.00
Administration Cost		10%	
Memorial Tree			£250.00
	<b>Total Payable</b>		£

Please note that donated Benches and Trees will only be treated in line with our standard maintenance regime which is every 3/4 years. You should note that once donated the bench/tree becomes the property of Godmanchester Town Council.

**Data Protection Act:**

The only information of a personal nature stored on either computer or paper files in relation to this application is the applicant's name and address. The information is stored in order to contact the donor of the bench/tree should this prove necessary in the lifetime of the bench.

To ensure that we can contact you should the need arise, any change of name or address should be notified to the Town Council quoting the reference number which will appear on all documentation after your application has been processed.

**Note: Although the Town Council will endeavour to place the bench/tree at the preferred location, we reserve the right to place it at a suitable alternative site.**

**For Office Use Only**

Date Received		Payment Received	
Approved By		Installation Date	