

## Policy document

### **Kesgrave Town Council**

#### **Policy on Memorials**

*Adopted by Kesgrave Town Council & Updated August 2016*

It is the policy of Kesgrave Town Council to accept donations for the purpose of planting trees, shrubs (referred to as memorials), and benches and plaques, within the Town, to memorialise a departed family member or friend, subject to the availability of space. Please refer to the Policy on Memorials appended to these Financial Standing Orders and Regulations.

All donations shall be in compliance with the following;

- Applications will be considered for bench memorial donations, subject to sufficient space and agreement of their siting;
- Memorial donations will be accepted for the purpose of the purchase and planting of trees and shrubs;
- Memorials shall be self-supporting, e.g. all costs relating to a memorial shall be at the expense of the donor (s), including purchase, installation, repair or replacement, if necessary. The Town Council will consider the sort of items purchased. E.g. for benching, this would need to be vandal resistant and in keeping with the appearance of other similar benches in the area;
- Memorials shall remain the property of the Council and legal ownership of a donated piece of street furniture, e.g. bench, tree or shrub remains with the Council;
- No flowers/wreaths will be permitted' to be placed on memorial benches, trees/shrubs at any time and no ashes can be buried' alongside memorial trees. Anything placed on memorials will be removed and disposed' of without reference to the owner.

#### **Types of Tree/Shrub and Locations**

The Council will provide potential donors with a list of tree species etc. for memorial use to select their memorial. The exact location of the siting of the memorial will be decided' on by the Council. Whilst the Council tries to locate a tree at a requested location, this cannot be guaranteed'. All planting will be carried' by Council staff or its approved contractors.

#### **Plaques**

Memorial donations will be recognised by use of a memorial plaque, which will be placed near the donated tree (s). Standard memorial plaques shall be used' to promote consistency size – maximum 17.5cm wide x 7.5cm (7" x 3") high on stainless steel with plaque wording approved by the Council. No structures or planting around the memorial will be permitted'.

#### **Ceremonies**

A ceremony or gathering at the time of a memorial dedication is permitted', but must be arranged in advance with the Council.

### Trees/Shrubs

The Council does not guarantee tree or shrub survivability. Trees and shrubs are planted between mid-November and mid-March when the species are dormant, to minimize stress and ensure their successful establishment.

### Records

The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised, tree location and type of tree etc.

The Council's decision in all matters relating to memorial donations is final.

### Maintenance and Replacement of Sponsored Trees

- The Council monitor and carry out routine maintenance on newly planted trees (watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the trees will be included within the Council's routine Tree Maintenance Programme;
- For the first 3 years the Council will replace the tree in the unlikely event that it fails to establish and dies;
- For the first 3 years the Council will replace a tree if it suffers irreparable damage from vandalism providing replacement is practicable;
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and plant a replacement tree in an appropriate location.

### Maintenance of Sponsored Shrubs

- The Council monitor and carry out routine maintenance on planted shrubs (watering, mulching, and loosening of ties) within the Council's routine maintenance programme to ensure their satisfactory establishment;
- If unforeseen circumstances require it, the Council reserves the right to move or remove the shrub if deemed necessary and plant a replacement shrub in an appropriate location.

### Maintenance of existing Memorial Benches

- The Council monitor and carry out routine maintenance on memorial benches within the Council's routine maintenance programme;
- If unforeseen circumstances require it, the Council reserves the right to move or remove the bench if deemed necessary either by its falling into disrepair or placing it in an alternative appropriate location;
- Should a bench become unsightly or unsafe, the Council will notify the donor at the last known address to advise' of its intention to remove the bench – if no

response is received within 2 weeks, the bench will be removed. In cases where the bench is a health and safety hazard, it will be removed' immediately and the sponsor will be notified. Any memorial plaque will be returned to the sponsor if the memorial is removed;

- In the event of damage by vandalism, if the Council is unable to receive the insurance excess, the Council reserves the right not to replace the bench or to offer the sponsor the opportunity to pay the excess in order to facilitate a replacement;
- If any alteration or addition is required to the memorial bench plaque, the Council will agree the wording and arrange for the replacement plaque to be installed'. The cost of the plaque along with a £20 administrative fee will be invoiced' to the owner.

### Approximate Costings for Memorial Trees/Plaques

- Trees/Shrubs – this will include the cost price to include the tree post and delivery, plus £20 for planting and the upkeep;
- Memorial Plaques – all plaques will be stainless steel with no more than 35 words – the approximate cost will be £50 plus VAT – the actual cost to be confirmed' with the manufacturer. A £20 administrative fee will be charged for any addition/update to the existing plaques;
- All Memorials must be paid in full prior to their respective installation;
- Please write to the Council, who will confirm the price and other relevant details in writing. The Council will order and take delivery of your chosen Memorial. Installation will be undertaken' by staff or contractors of the Council. If you wish to be present when the Tree/Shrub is planted', please advise the Council in your letter.
- For any queries please contact the Town Council offices;

Kesgrave Town Council  
Ferguson Way  
Kesgrave  
Suffolk  
IP5 2FZ

Tel. (01473) 625179

[enquiry@kesgravetowncouncil.org.uk](mailto:enquiry@kesgravetowncouncil.org.uk)

[www.kesgravetowncouncil.org.uk](http://www.kesgravetowncouncil.org.uk)

**LAST REVIEWED AND RESOLVED; 15<sup>th</sup> January 2018;**  
**NEXT REVIEW DUE; March/April 2019.**

