



Hullbridge Parish Council Memorial Trees, Benches and Plaque Policy

Adopted 9th February 2015

Reviewed Annually

1. Introduction

Hullbridge Parish Council supports the needs and principles of allowing memorials in parks and green space areas, but is also mindful that these facilities have many uses and are enjoyed by a wide range of people. The Council will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

2. Policy Aims

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by customers
- To balance the sometimes contrasting needs of a variety of facility users
- To maintain and enhance the high quality appearance of sites and not detract from their prime recreational purpose
- To clearly establish the responsibility for maintenance, repair and replacement of memorials

3. Sites Included

Only the sites under the direct management of Hullbridge Parish Council will be subject to this policy. Recreational open spaces within the wider borough managed by the District Council will be subject to their own policies. The sites listed below are included within the policy, but further sites may be added in the future.

- Rose Garden (Ferry Road)
- Kendal Park Nature Reserve
- Replacement benches around the Village (see Asset List for the locations)

4. Rules and Management

4.1 Memorial Benches

- 4.1.1 Memorials will be positioned to 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.
- 4.1.2 In order to maintain consistency of appearance, quality and control over location, all benches will be ordered and installed by the Parish Council.
- 4.1.3 The total cost of the installation of a memorial bench (including plaque) will be dependant on style appropriate for the site and will be paid by the applicant.
- 4.1.4 The council in line with the current maintenance regime for benches will maintain the bench. However, no replacement liability will be accepted at the end of the useful life of the bench or if it is damaged through vandalism.
- 4.1.5 Each site has limited space that can be accommodated and will be subject to the Council's approval. Alternatively an option to refurbish or replace an existing old bench with a new one may be offered subject to the condition of the existing bench.
- 4.1.6 In order to maintain the appearance and status of Kendal Park as an SSSI site, floral tributes must not 'cover more than a quarter of the seating area of the bench', must not be wrapped in paper or plastic, must only be placed on the bench 'for a reasonable period or until the flowers die – whichever is the sooner'. Plastic flowers will be removed after a maximum period of four weeks, no other type of memorial token will be permitted. The Council will retain the 'right to remove the flowers if required to do so for the reason of good maintenance and/or public health and safety'.



4.2 Memorial Trees

- 4.2.1 The planting of memorial trees will only be permitted within Kendal Park Nature Reserve and the number of trees permissible may be limited dependant on location and size.
- 4.2.2 The species of tree will be of a native variety and will be at the discretion of the Parish Council in keeping with the local environment. Trees will be planted during the autumn and winter planting season by the Council, but the applicant and family members may be present and assist if practicable and desired.
- 4.2.3 Due to large numbers of existing trees and shrubbery and dependent on the level of demand, the planting of trees may not be possible, alternatively the option of a plaque may be offered.
- 4.2.4 The total cost of the tree will be dependent on size appropriate for the site and will be paid by the applicant to the Parish Council.
- 4.2.5 Hullbridge Parish Council will not accept responsibility or liability in respect of any damage to or loss of a memorial tree unless this is reasonably shown to be due to the negligence of the Council. All trees planted as a memorial should in the first year be maintained by the applicant to ensure its survival.

4.3 Memorial Plaques / Flowers

- 4.3.1 A request to locate a Memorial plaque / flowers 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 / flowers in a particular area will be limited. However the Council will attempt to accommodate the wishes of the applicants wherever possible.
- 4.3.2 In order to maintain consistency of appearance, quality and control over location, all plaques will be ordered and installed by the Parish Council.
- 4.3.3 The total cost of a memorial plaque and its installation will be dependent on style appropriate for the site and will be paid by the applicant.
- 4.3.4 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.
- 4.3.5 The Council will not grant applications for memorials to, or to scatter the ashes of pets. The scattering of human ashes will also not be permitted as the location sites are not consecrated ground.
- 4.3.6 Flowers from a funeral are permitted to be left at the Memorial for a short duration. (These will be removed by Parish Council staff after a reasonable time).
- 4.3.7 The Parish Council will allow sponsorship of each one of the Annual Hanging Baskets in Ferry Road. Cost of the flowers and the plaque will be the responsibility of the applicant and will only be for the one season, the applicant will be offered a renewal of the sponsorship (additional cost). The Hanging Baskets are maintained by the Parish Council and they type of flowers will be determined by the Parish Council.