

Canvey Island Town Council

Memorial Tree's, Benches and Plaque Policy

1. Introduction

Canvey Island Town 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 Canvey Island Town Council will be subject to this policy. Recreational open spaces within the wider borough managed by the Castle Point Borough Council will be subject to their own policies. The sites listed below are the only sites which permit memorials and included within the policy, but further sites may be added in the future.

- Labworth Memorial Gardens
- Canvey Lake Nature Reserve

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 Town 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 with a minimum 10% donation to the Town Council to cover labour and ongoing maintenance.
- 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.

4.2 Memorial Trees

- 4.2.1 The planting of memorial trees will only be permitted within the Canvey Lake 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 Town 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.
- 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 inclusive of installation costs with a minimum 10% donation to the Town Council to cover labour, transport and ongoing maintenance.
- 4.2.5 Canvey Island Town 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

- 4.3.1 Memorial plaques will only be permitted within the Labworth Memorial Gardens and 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.
- 4.3.2 In order to maintain consistency of appearance, quality and control over location, all plaques will be ordered and installed by the Town 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 will not be responsible for the ongoing maintenance of any plaque as this will be the responsibility of the applicant or family members or any replacement liability will be accepted at the end of the useful life of the plaque or if it is damaged through vandalism.

No flowers or similar memorials shall be permitted to mark the site at any time. 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.

Any memorials left at any open space owned by the Town Council which have not been previously approved will be removed. This includes wreaths, flowers and other memorial items.