



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Memorial Benches and Trees Policy

Author: Director of Community Services
Responsibility: ACL Committee
Date Adopted: 24 July 2024
Review Date: July 2027

1. Introduction

- 1.1 Chippenham Town Council understands and respects the wishes of its residents to remember loved ones through memorial benches and trees. This policy provides guidance for potential applicants to understand locations that are available for memorial benches and trees, as well as our arrangements for application and for future maintenance.
- 1.2 This policy is intended to provide a guideline for applications for memorial benches and trees, only in locations owned by Chippenham Town Council. We cannot provide guidance on land owned by Wiltshire Council or by other landowners.
- 1.3 The content of this policy is not exhaustive and is subject to change. It will be revised as necessary to meet changing circumstances and proposed amendments will be considered by the Amenities Culture and Leisure Committee.
- 1.4 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

2. Locations

- 2.1 This policy covers the areas of land owned or managed by Chippenham Town Council which may be appropriate for a memorial bench or a memorial tree including:
 - John Coles Park
 - Monkton Park
 - Monkton Meadow (Trees Only)
 - Other Play Areas as appropriate
- 2.2 Memorial benches and trees will be allowed at sites where there is space for them. The Town Council may decline an application if there is insufficient capacity, space or it would be inappropriate for the character of the area.

3. Terms & Conditions

3.1 Terms and Conditions - General

- 3.1.1 Applications for memorial benches and trees must be made using the official request form and must be signed by the applicant.
- 3.1.2 The purchase of each memorial bench or tree and their installation/planting will be carried out by the Council in line with its risk assessments. The Council will not accept benches or trees provided directly by applicants. The Council will obtain a price at the time of application. Following approval by the applicant, all memorials must be paid for in full.
- 3.1.3 All plaques are to be supplied by the applicant to the Head of Environmental Service, subject to the conditions below. The cost of plaques will be covered by the applicant.

3.2 Terms and Conditions - Memorial Benches

- 3.2.1 Once installed, the memorial bench and plaque will not be insured by the Council, but they will be maintained in accordance the Councils routine maintenance programme for such furniture.
- 3.2.2 New bench seats will be of a type, design and colour approved by the Council. They will usually be installed on a base, which will also be installed by the Council.
- 3.2.3 If a seat or bench reaches a state of disrepair due to wear and tear, the Council will attempt to contact the owner and ask if they would like to cover the cost of replacement, or whether the memorial should be removed.
- 3.2.4 The Town Council will notify the applicant in the event that the memorial bench is damaged or vandalised and seek agreement on whether the applicant wishes to pay for a repair, replacement, or agree to removal.
- 3.2.5 Memorial plaques may be fitted to benches to be a maximum size of 200mm wide x 70mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. Plaques should be gold with black lettering unless otherwise agreed by the Head of Environmental Services. Fitting of plaques will be the responsibility of the Environmental Services team.
- 3.2.6 No additional mementoes (e.g., vases, statues, flowers, wreaths, balloons or other ornamentation etc), shall be permitted on or around the memorial bench. If such are found the Council reserves the right to remove and dispose of any such items without reference to the family concerned.

3.3 Terms and Conditions - Memorial Trees

- 3.3.1 Tree types must be suitable for the proposed location and growing environment, a selection of suitable types will be offered to the applicant based upon the chosen location.
- 3.3.2 Trees will not be insured by the Council, but they will be maintained in accordance with the Councils Tree Management Policy.
- 3.3.3 Should a memorial tree become diseased, reach the end of its life (especially if unsafe), or become unsightly, the Council may decide to remove and replace it at the applicants cost.
- 3.3.4 Memorial plaques may not be fitted directly to trees. Plaques of a maximum size of 150mm wide x 100mm high may be placed adjacent to the tree by way of a ground spike. Plaques should be gold with black lettering unless otherwise agreed by the Head of Environmental Services. Fitting of plaques will be the responsibility of the Environmental Services team.

- 3.3.5 No additional mementoes (e.g., vases, statues, flowers, wreaths, balloons or other ornamentation etc), shall be permitted on or around the memorial tree. If such are found the Council reserves the right to remove and dispose of any such items without reference to the family concerned.

4. Standards for Maintenance and Care

The Council will maintain memorial benches and trees to the usual standard for other public facilities. The Council will treat such memorials with appropriate respect but will not undertake to keep them to a higher standard of care. Applicants are welcome to undertake their own cleaning of benches.

5. Memorial Register and Contact Details of Donors

- 5.1 Applications for memorial benches and trees shall be kept by the Council on a Memorial Register. The Register is a Confidential document for use only by the Town Council for the purpose of contacting the applicant should the need arise. Consent for such use will be assumed as consequent on the application in accordance with the Data Protection Act. Applicants may request that their details are not held on the Memorial Register (or removed from the Register) on the understanding that in the absence of such contact details, the Council will not be in a position to consult them on matters relating to the memorial and it will therefore take such action as it sees appropriate.
- 5.2 It will be the responsibility of the applicant to ensure that the Council is kept informed of any changes to contact details.

6. Application Process

Applicants must complete the attached online application form. Paper copies can be provided on request. Please submit your application form to enquiries@chippenham.gov.uk, or drop it in to Customer Services at the Town Hall.

CHIPPENHAM TOWN COUNCIL

APPLICATION FORM - MEMORIAL BENCHES AND TREES

Section A - Applicant Details

Applicant Name	
Applicant Address	
Telephone Number	
Email	

Section B - Preferred location

Area	Please tick
John Coles Park	
Monkton Park	
Monkton Meadow (Trees Only)	
Other	

Please add any specific area details for consideration
(Use this section if you want to identify a specific area within one of the above sites only. Chippenham Town Council cannot give permission for memorial benches and trees on land not in its ownership):

Section C - Memorial Plaque

The plaque will be supplied by the applicant in accordance with the terms and conditions of the Councils Policy for Memorial Benches and Trees. The plaque will be installed by the Town Council.

Details of inscription (Please use exact wording/format)

Section D - Terms and Conditions

The Council's Policy for Memorial Benches and Trees contains the Terms and Conditions associated with this application.

Signature below will be taken as confirmation that applicant accepts the Terms and Conditions.

Applications will not be accepted without such acceptance or in the absence of a signature.

Section E - Date and Signature

Date of Application	
Signature of Applicant	

