

## **Memorial Benches, Memorial Trees and Memorial Plaques Policy**

### **Aim**

This policy outlines the details for the installation of memorial benches, memorial trees and memorial plaques only. This includes the specification for trees, benches or plaques, pricing and locations. This policy does not cover any other benches or trees that may be planted or installed outside of the “memorial” scope.

### **Memorial Benches and Plaques within Parks and Open Spaces**

- A member of the public can either sponsor a bench exclusively or have a plaque installed on an existing bench (this can be up to 3 plaques per bench).
- The options are:
  - Exclusive bench sponsorship - a member of the public can exclusively sponsor a new bench and have their own plaque installed on that bench.
- Or they may sponsor an existing bench and have a plaque installed on it. Each existing sponsored bench, could have up to 3 plaques placed on it. There will be a selection of parks and open space locations across the district for this purpose – these have been chosen based on available space, limited anti-social behaviour issues and to ensure the locations are manageable for Environmental Protection (Appendix A details these locations).
- Locations of current memorial benches and proposed locations for memorial benches are plotted and monitored on GIS.
- These locations can be reviewed should sites become full or other locations become available – this will be done in consultation with the appropriate Lead Member, Ward Councillors and Head of Service.
- Locations are within parks and open spaces across the district, but not within woodlands.
- All benches will adhere to DDA guidance and will include arm and back supports.
- Benches will be made from hard wood or metal and the details for these are within Appendix C
- Benches may be installed directly into the ground using a ground fixing method (e.g. the earth anchor system), or onto a hard standing surface (such as tarmac or concrete) – this will be at the discretion of Environmental Protection, depending on the location of the memorial bench.
- The sponsorship cost for the benches are detailed within Appendix C – these will be reviewed annually as part of the Fees and Charges process.
- The price for an exclusively sponsored bench includes the cost of the plaque.
- The bench would be sponsored for the life of the bench – in the event that it falls into disrepair, is damaged or is unsafe for public use, then it will be removed.
- In the event of removal, the plaque owners will be given a number of options:
  - Have the plaque sent to them
  - If exclusively sponsored, they can collect the bench for their own purpose
  - Leave the plaque and bench to the Council to dispose of.
  - If within the first year of installation, they also have the option to have the plaque installed on another existing bench, which may have up to 3 plaques installed on it (this includes both exclusive sponsors and sponsors of existing benches)
- All information would be displayed on the website and the public can submit an online request for this.
- Sponsors will be informed their plaque will be 1 of up to 3 possible plaques on the bench.
- In the event of any issues with relationships between bench sponsors where there may be up to 3 plaques on one bench, a sponsor may request to have their plaque re-located to another existing bench at the cost of £30 to do this.
- 2 sets of contact details for each memorial request will taken and will be reviewed annually to make sure contact details are up to date.

- Environmental Protection would be responsible for the monitoring and management of memorial benches in parks and open spaces.
- All costs associated with this policy will be reviewed annually as part of the fees and charges setting process.

## **Memorial Benches on the highway or other routes outside of parks and open spaces**

- A member of the public may opt to exclusively sponsor a new memorial bench or sponsor an existing bench on the highway or other routes outside of parks and open spaces under any of the Council's capital programme.
- The options are:
  - Exclusive bench sponsorship - a member of the public can exclusively sponsor a new bench and have their own plaque installed on that bench.
  - Or they may sponsor an existing bench and have a plaque installed on it. Each existing sponsored bench, could have up to 3 plaques placed on it.
- All benches will adhere to DDA guidance and will include arm and back supports.
- Benches will be made from hard wood or metal and the details for these are within Appendix D
- Benches may be installed directly into the ground using a ground fixing method (e.g. the earth anchor system), or onto a hard standing surface (such as tarmac or concrete) – this will be at the discretion of Regulatory Services, depending on the location of the memorial bench.
- The type of bench and the location (e.g. within a Conservation Area) would be considered as well as other factors such as Anti-Social Behaviour issues. This would be done in consultation with the Lead Member and Ward Councillors.
- The sponsorship cost for the benches are detailed within Appendix D – these will be reviewed annually as part of the Fees and Charges process.
- Pricing flexibility is included for Regulatory Services to manage costs and to ensure all costs to the Council from installation to maintenance are factored in.
- The price for an exclusively sponsored bench includes the cost of the plaque.
- The bench would be sponsored for the life of the bench – in the event that it falls into disrepair, is damaged or is unsafe for public use, then it will be removed.
- In the event of removal, the plaque owners will be given a number of options:
  - Have the plaque sent to them
  - If exclusively sponsored, they can collect the bench for their own purpose
  - Leave the plaque and bench to the Council to dispose of.
  - If within the first year of installation, they also have the option to have the plaque installed on another existing bench, which may have up to 3 plaques installed on it (this includes both exclusive sponsors and sponsors of existing benches)
- All information would be displayed on the website and the public can submit an online request for this.
- Sponsors will be informed their plaque will be 1 of up to 3 possible plaques on the bench.
- In the event of any issues with relationships between bench sponsors where there may be up to 3 plaques on one bench, a sponsor may request to have their plaque re-located to another existing bench.
- 2 sets of contact details for each memorial request will taken and will be reviewed annually to make sure contact details are up to date.
- Regulatory Services would be responsible for the monitoring and management and maintenance of all memorial benches it installs.
- All costs associated with this policy will be reviewed annually as part of the fees and charges setting process.

## **Memorial Trees**

- A member of the public can sponsor a tree exclusively.
- There will be a selection of locations across the district for this purpose – these have been chosen based on available space, limited anti-social behaviour issues, canopy distribution across the district, past information on location requested previously and to ensure the locations are manageable for Trees and Landscapes to monitor and maintain (see Appendix E for proposed locations).
- These locations can be reviewed should sites become full or other locations become available – this will be done in consultation with the Lead Member and Head of Service.
- The price for a memorial tree is £1,500 and detailed within Appendix F – these will be reviewed annually as part of the Fees and Charges process.
- The price for a memorial tree, includes the cost of a memorial plaque.
- The tree would be sponsored for 25 years. In the event that it is damaged through natural causes or vandalism and becomes unsafe, the tree will need to be removed. The plaque owners will then be asked if they wish to keep the plaque and have it sent to them.
- Should the tree die due to natural causes or disease within the first 3 years, the tree will be replaced once by the Council. Should this occur again, any replacement will then be the responsibility of the memorial tree owner.
- All information would be displayed on the website and the public can submit an online request for this.
- 2 sets of contact details for each memorial request will taken and will be reviewed annually to make sure contact details are up to date.
- Trees and Landscapes would be responsible for the monitoring and management of memorial trees in parks, open spaces and woodlands.
- All costs associated with this policy will be reviewed annually as part of the fees and charges setting process.

## **Memorial Plaques**

- Up to 3 memorial plaques may be installed on one existing memorial bench
- Sponsors will be informed their plaque will be 1 of up to 3 possible plaques on the bench.
- In the event of any issues with relationships between bench sponsors where there may be up to 3 plaques on one bench, a sponsor may request to have their plaque re-located to another existing bench.
- The locations for these are detailed within Appendix A and Appendix B.
- Specific locations within these parks and open spaces are plotted and monitored on GIS
- Memorial plaques may also be purchased and placed on the memorial wall features in either East Lane Cemetery, Leavesden or Woodcock Hill Cemetery, Rickmansworth.
- The memorial plaques within these two cemetery locations will be for a period of 10 years. This will be reviewed, dependent on available space on each of the memorial walls/features.
- The details of the plaque, including size and maximum number of characters is detailed within Appendix C and D.
- The wording on the plaque must be commemorative wording only and must not include offensive language or terminology. This information will be included within the details on the website and Officers will review the wording for each application.
- The cost for a memorial plaque on an existing bench or on one of the memorial walls within the two cemeteries is detailed within Appendix C and D.
- The cost of a memorial plaque alongside a memorial tree is included within the costs of the tree and is detailed within Appendix F.
- A memorial plaque for an existing memorial tree will not be considered.
- 2 sets of contact details for each memorial request will be taken and will be reviewed annually to make sure contact details are up to date.
- Environmental Protection would be responsible for the monitoring and management of memorial plaques on benches within parks and open spaces and on memorial walls/features in the two cemeteries.
- Regulatory Services would be responsible for the monitoring and management of memorial plaques it installs.
- Trees and Landscapes would be responsible for the monitoring and management of memorial plaques it installs.
- All costs associated with this policy will be reviewed annually as part of the fees and charges setting process.

## **Appendix A – Memorial Bench Locations – Parks and Open Spaces**

The following locations have been selected – no more than 5 exclusively sponsored benches will be included in any one of these locations:

- Leavesden Country Park (excluding East Lane Cemetery)
- Scotsbridge, Rickmansworth
- Chorleywood House Grounds
- South Oxhey Playing Fields
- The Horses' Field, South Way, Leavesden
- Barton Way and Baldwins Lane, Croxley Green
- The Swillett, Chorleywood

The Aquadrome is not included due to already being at capacity and sites managed by Parish Councils have not been included as this is within their remit to manage.

Sites can be reviewed should they become full and other locations become available – this will be done in consultation with the appropriate Lead Member, Ward Councillors and Head of Service.

Current and proposed locations for benches will be plotted and monitored on GIS.

## **Appendix B – Memorial Bench Locations – Highways and other routes outside of parks and open spaces**

Locations for memorial benches outside of parks and open spaces will be detailed within the relevant work programme documents.

Locations will be considered along routes as detailed in the Council's Walking and Cycling Strategy found on the Three Rivers District Council's website: <https://www.threerivers.gov.uk/egcl-page/walking-and-cycling-in-three-rivers>.

Locations will be agreed in consultation with the appropriate Lead Member, Ward Councillors and Head of Service.

## Appendix C – Memorial Bench Types and Prices

### Bench Types and Prices

There are 3 types of bench available for sponsorship. These benches are dependent on the location:

- Modern Bench – *Leavesden Country Park*
- Green Metal Bench – *South Oxhey Playing Fields*
- Wooden/Metal Mix Bench – *The Horses’ Field (Leavesden), Scotsbridge (Rickmansworth), Barton Way and Baldwins Lane (Croxley Green), Leavesden Country Park – woodland area only, Chorleywood House Estate and The Swillet (Chorleywood)*

### Specific bench details (or equivalent):

- Easy Riser - <https://www.earth-anchors.com/#!/Easy-Riser-seat-325/p/69605919>
- Logic Helsinki, with anthracite grey frame and additional arm rest – Leavesden Country Park only - <https://www.logic-sf.co.uk/seating-c2/helsinki-seat-p313>
- Metal Bench - <https://www.earth-anchors.com/benches-seats#!/Ranger-1-8-metre-seat-331/p/69605920/category=20528861> (in green)

Products purchased will be sourced sustainably

		
<b>Modern Bench</b>	<b>Green Metal Bench – include arm rests</b>	<b>Wooden/Metal Mix Bench</b>
<b>£2,500</b>	<b>£1,000</b>	<b>£1,400</b>

**Plaques are £250** – Existing benches may have up to 3 plaques placed on it. Plaques will be brass, 165mm x 60mm in size, with a maximum of 75 characters.

Plaques may also be considered at East Lane Cemetery on the memorial wall/plinth or on the memorial wall at Woodcock Hill Cemetery.

Prices will be reviewed annually as part of the annual setting of fees and charges.

## Appendix D - Memorial Benches elsewhere, including on the highway

The cost to exclusively sponsor a memorial bench on the highway is detailed below. Costs may increase above these examples due to locations and types of bench, specifically having regard to installation costs.

Bench styles will, where relevant, adhere to the Council’s Streetscape Scene Document.

Products purchased will be sourced sustainably

The types of benches that will be considered includes:

		
<b>Plastic/Resin Bench</b>	<b>Green Metal Bench – include arm rests</b>	<b>Wooden/Metal Mix Bench</b>
<b>£1,000</b>	<b>£1,000</b>	<b>£1,400</b>

**Sponsorship fee for Existing Benches**

£250 for a plaque – existing benches may have up to 3 plaques placed on it. Plaques will be brass, 165mm x 60mm in size, with a maximum of 75 characters.

## **Appendix E – Memorial Trees Locations**

The following locations have been selected – the number of trees sponsored will depend from site to site, but will not exceed 20 memorial trees in any of the locations:

- Leavesden Country Park (excluding East Lane Cemetery)
- Scotsbridge Playing Fields, Rickmansworth
- Chorleywood House Grounds
- South Oxhey Playing Fields
- The Horses' Field, South Way, Leavesden
- Barton Way and Baldwins Lane, Croxley Green
- The Swillett, Chorleywood
- Dickinson square
- Maple Cross Recreation Grounds
- Fortune Common
- Ebury Play Area
- Riverside Drive East and West sides

The sites and number of trees planted can be reviewed over time in accordance with the individual management plan in place and in consultation with the appropriate Lead Member, Ward Councillors and Head of Service.

## **Appendix F – Memorial Trees Specification and Prices**

The price for the **Memorial Tree and plaque are £1500**

Plaques will be brass, 150mm x 100mm in size, with a maximum of 75 characters. 2 lines of text or image/logo included in the price, additional lines of text will have an additional cost of £20. Tree will be sponsored for 25 years and replacement covered in the first 3years, after plantation.

There are 18 species of trees available for sponsorship. These trees are dependent on the location and availability in the Tree Nursery:

- Alder
- Beech
- Cherry Bird
- Crab Apple
- English Oak
- Hazel
- Hornbeam
- Mulberry (black)
- Rowan
- Scots Pine
- Sessile Oak
- Silver Birch
- Small-leaved Lime
- Spindle
- Weeping Willow
- Whitebeam
- Wild Service-tree
- Yew

Trees will be at least 2-3 years old, girth between 8 and 14 cm and 1.5 to 3m height and will be planted with protective stakes and ties. Whilst the tree becomes established, a watering system will also be included, when necessary. Plantation will be done between March and September every year.

		
<b>Alder</b>	<b>Beech</b>	<b>Cherry bird</b>
<i>Alnus glutinosa</i>	<i>Fagus sylvatica</i>	<i>Prunus padus</i>
		
<b>Crab apple</b>	<b>English oak</b>	<b>Hazel</b>
<i>Malus sylvestris</i>	<i>Quercus robur</i>	<i>Corylus avellana</i>
		
<b>Hornbeam</b>	<b>Mulberry (black)</b>	<b>Rowan</b>
<i>Carpinus betulus</i>	<i>Morus nigra</i>	<i>Sorbus aucuparia</i>
		
<b>Scots pine</b>	<b>Sessile Oak</b>	<b>Silver birch</b>
<i>Pinus sylvestris</i>	<i>Quercus petraea</i>	<i>Betula pendula</i>

		
<b>Small-leaved Lime</b>	<b>Spindle</b>	<b>Weeping Willow</b>
<i>Tilia cordata</i>	<i>Euonymus europaea</i>	<i>Salix babylonica</i>
		
<b>Whitebeam</b>	<b>Wild Service-tree</b>	<b>Yew</b>
<i>Sorbus aria</i>	<i>Sorbus torminalis</i>	<i>Taxus baccata</i>