
Land and Property Committee Meeting

You are hereby summoned to attend a meeting of the Land and Property Committee to be held at 1.00p.m. on Tuesday, 26th September 2023 in the C-Hub, Bingham House, 1 Dyer Street, Cirencester, GL7 2PP

Committee Members:

Clr Nick Bridges – Chair & Lead Member
Clr Andrea Pellegram – Vice Chair
Clr Bob Irving
Clr Sabrina Dixon
Clr Naomi Bloomer
Clr Gary Selwyn

Mark Oliver
Land and Property Manager
19th September 2023

AGENDA

- 1. Apologies (1.00pm)**
To receive and note apologies.
- 2. Declarations of Interest (1.02pm)**
To receive declarations of interest and consider and determine any requests for dispensation. Members are reminded to declare any pecuniary or non-pecuniary interests on any item on this agenda in accordance with Cirencester Town Council's Code of Conduct.
- 3. Minutes of Meeting (1.03pm)**
To approve the Notes of the Land and Property Group Meeting held on Tuesday 11th July 2023 as an accurate record and consider any matters arising not covered elsewhere on the Agenda.
- 4. Public Participation (Standing Order 68 refers) (1.05pm)**
If a member of the public wishes to speak at the meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance and no later than 5pm on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who lives, has a business or represents an organisation within the electoral boundary of Cirencester. Members of the public who wish to submit a written question for inclusion as part of public participation may do so at any time.
- 5. Member Participation (1.15pm)**
A member may ask the Chair any question in relation to the role and remit of the Land and Property Committee.

Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP
Tel: 01285 655646, www.cirencester.gov.uk



- 6. Work Programme 2023-24 (Standing Item) (1.25pm)**
To receive updates and consider timelines for delivering the Work Programme for 2023-24 as approved by Council:
 - 6.1 completing the day to day operational aspects of the Amenity Land and Open Spaces Review, including the Memorials Policy, security, usage, improvements, lighting, tree inspections and maintenance, play areas, allotments and signage;
 - 6.2 short-term improvements to the Obelisk Community Rooms, making them fit for purpose for current use;
 - 6.3 exploring income streams and funding opportunities;
 - 6.4 to consider future uses of the Norman Arch and Cottage, in support of the strategic review;
 - 6.5 to utilise tree planting opportunities on Town Council land.

- 7. Men's Shed Project – Site Allocation (1.40pm)**
To consider options and approve a site allocation for The Churn's Cirencester based Men's Shed Project

- 8. To consider updates to the Memorial Policy (2pm)**
 - 8.1 To consider and approve updates to the Memorial Policy;
 - 8.2 To consider and approve updates to the fees and memorial application process;
 - 8.3 To consider further research and consultation on a Community Memorial Tree is recommended.

- 9. Correspondence (2.20pm)**
Any other correspondence received in accordance with Standing Orders within the role and remit of the Land and Property Committee.

- 10. All-Member Briefing and Wider Communication (2.25pm)**
To consider and agree key items to be included in the all-member briefing note and any matter for wider communication via social media.

- 11. Date of Next Meeting (2.30pm)**
Tuesday 14th November, 1.00pm. C-Hub, Bingham House, 1 Dyer Street, Cirencester, GL7 2PP

Notes & Information

1. All reports referred to, including recommendations, are available online at www.cirencester.gov.uk or on request via email at info@cirencester.gov.uk
2. You can join us live via the Town Council's YouTube channel or you can watch the recording afterwards. https://bit.ly/YouTube_CTC
3. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
5. Follow us on Facebook, X, and Instagram. (@CirenMarkets & @CirenTC)

CIRENCESTER TOWN COUNCIL

NOTES of a Meeting of the **Land and Property** held on 11th July 2023, at Zoom

PRESENT:

Councillors:

Cllr Bloomer

Cllr Bridges, Chair and Lead Member

Cllr Irving

Cllr Pellegram

Cllr Selwyn

Cllr Jopp, representing Cllr Dixon

Cllr Coleman, observer

Officers:

Mark Oliver – Land and Property Manager

Natalie Taylor – Land and Property Project Officer

1. Apologies

Cllr Dixon for personal reasons

2. Declarations of Interest

Cllr Pellegram is Treasurer for AQIVA

Cllr Irving is secretary for the Men's shed

3. Notes of the Last Meeting

Members received and approved the Notes of the Meeting **Land and Property** held on **6th June**

4. Land and Property Work Programme

The work programme for 2023-2024 was determined as follows:

- Completing the Amenity Land and Open Spaces Review
- Improvements to the Obelisk Community Rooms
- Exploring income streams and funding opportunities
- To consider future uses of the Norman Arch and Cottage
- To utilise Tree planting opportunities on CTC land

5. Amenity and Open Spaces review restructure

5.1 Land and Property approved the restructuring of the Open Spaces review and the recommendation to form a sub-group to develop a vision document for CTC owned Green Spaces. Members of the sub-group are to be voted on in the September committee meeting.

5.2 Signage and updates to the Memorial Policy were approved as sub-projects to be prioritised.

5.3 Land and Property endorsed and acknowledged Andrea Pellegram's role as a volunteer consultant for the Obelisk Community Rooms improvements.



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- 6. Funding applications for CTC projects and income streams**
 - 6.1 The Community Ownership Fund has been identified as a funding opportunity that could be suitable for the Norman Arch and Cottage subject to planning and a decision on the future use of the building.
 - 6.2 It was decided that a sub-group would be formed to focus on progressing this opportunity. Members are to be voted on to the sub-group at the September committee meeting.
 - 6.3 The Land and Property Manager will arrange a site visit for members in the coming months.

- 7. Abbey Grounds Toilets**

To note that the toilets have been completed and are open to the public.

- 8. LOVE PARKS**

Love Parks week is July 28th-August 6th with a range of events being held across our CTC parks and open spaces. Posters are available from the LIC.

- 9. Fireworks**

The Roundtable have arranged to host their firework event on the Bathurst Estate and

- 10. Date of the next meeting**

Tuesday 26th September at 1pm at the Council Chamber at the Cotswold District Council Offices.



Land and Property Group
26th September 2023

REPORT SUMMARY

AGENDA ITEM NO:	7
REPORT TITLE:	Site Location for the Churn's Men's Shed Project
REPORT AUTHOR:	Andrew Tubb, Mark Oliver and Natalie Taylor
LEAD MEMBER:	Cllr Nick Bridges
PURPOSE OF REPORT:	To consider and approve a land option for the Churn's Men's Shed project.
LEGAL:	There are no legal implications directly arising from this report; should the Land and Property Committee approve the siting of a Men's Shed project on its land then a 7-year Licence to Occupy agreement would be entered into. The Churn would also be required to ensure that all permissions, such as planning, were granted, and in place prior to the Licence to Occupy being entered into.
FINANCIAL:	There are no financial implications directly arising from this report; should the Land and Property Committee approve the siting of a Men's Shed project on its land then the Council would derive an income from the arrangement of £25 per month in the first year rising to £40 per month in the 7 th year.
PERSONNEL:	There are no personnel implications directly arising from this report.
ENVIRONMENTAL:	The work of the Mens Shed could support the aims and objectives of the Council in respect of environmental improvements to the local area, through volunteering and rural skills.
CLIMATE CHANGE:	In principle the work of the Mens Shed exemplifies the response to the climate emergency, using natural resources, recycling, reusing and re-purposing.
EQUALITY AND DIVERSITY:	'Sheds are mainly 'grassroots' community activities that come about in response to shared needs. Sheds bring health benefits by encouraging physical and mental activity, and improved wellbeing by providing an enjoyable way to stay socially integrated in local communities, by being creative, and learning or passing on skills. Whilst most Sheds are for men, about a third involve women. There are now also some all women Sheds.' Extract from https://menssheds.org.uk/sheds/
RECOMMENDATION:	To approve a site allocation for the Churn's Men's Shed project.

1. BACKGROUND

- 1.1 The Men's Shed group, facilitated by the Churn Project, is looking for a long-term site suitable for their needs and the siting of a storage container with space for the group which has been purchased with funding from the Winstone Trust.
- 1.2 The Churn Men's Shed is an organisation dedicated to providing opportunities to come together and engage in social activities, learn new skills, and contribute to their community; including woodworking, repairing and restoring.
- 1.3 Many Men's Shed projects get involved in community projects and volunteer in helping to maintain parks and open spaces as well as building useful facilities and resources for the local community to use.
- 1.4 For further information please visit Men's Sheds UK <https://menssheds.org.uk/> and The Churn Project, Cirencester <https://www.churnproject.org.uk/>

2. PURPOSE OF REPORT

To consider and approve a land option for the Churn's Men's Shed project.

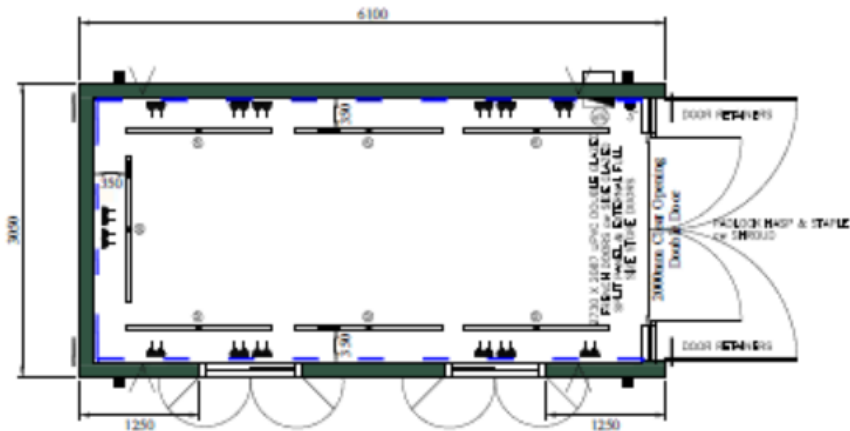
3. LAND OPTIONS

- 3.1 Officers of the Town Council have been liaising with the Churn Project to explore suitable land options for the Men's Shed project.
- 3.2 Land at City Bank which is used by the Town Council grounds team towards Beeches Road was initially suggested as an option but this land has access restrictions and lacks connectivity to amenities and infrastructure.
- 3.3 Land at Victoria Road playing field is also an option which has recently emerged but this land also has restricted access and connectivity to amenities and infrastructure.
- 3.4 Land known as the Nursery Site, at City Bank has emerged as the preferred and most viable option due to there being a suitable hard standing area for the storage container, ease of access and connectivity to amenities and infrastructure.
- 3.5 The Nursery Site at City Bank was purchased some years ago by Cirencester Town Council from Cotswold District Council. At the time of the Our Future Cirencester Community Plan and the Green Spaces Strategy the local community was keen for the area to be opened up to the public as an educational and recreational resource.
- 3.6 The proximity to the town centre meant that this could be a valuable recreational facility for residents of Cirencester.
- 3.7 Following local consultation, the 'Old Nursery Site Project' was established by the Town Council, which included creating a Local Nature Reserve to transform the area of land adjacent to City Bank from an unused partially brownfield site to a communal space that promoted biodiversity and a sense of community.

- 3.8 City Bank is an important open space for the local community within the Watermoor Ward; parts of which have indices of multiple deprivation (IMD) in the lowest 25% of all wards in Gloucestershire; with the lowest 10% for income and one of the lowest percentages for health indices of multiple deprivation.
- 3.9 This project could support the local community in various ways, providing a community hub for health and well-being, building knowledge and skills and volunteering projects which would contribute positively to maintaining and enhancing the open spaces and local nature reserve.
- 3.10 The aerial map below shows the proximity of the location to the local and wider area:



- 3.11 The footprint of the storage container and space to be used by the Men's Shed project is shown in the image below:



- 3.12 The image below shows the outline of the proposed Licence to Occupy which is situated on the former brownfield site:



4. PROJECT INFORMATION

- 4.1 The proposed outline of the Licence to Occupy is located at the entrance to the nature reserve, with ample space to engage in skills and community engagement activities. The site has a hard standing to accommodate the container and a gated entrance to ensure the safety and security of the facility.
- 4.2 The site is located within walking and cycling distance of the town centre, with ease of access to the local communities of Watermoor and the Beeches. Public transport routes are close to the site and limited parking is available a short walk away in the Queen Street Car Park. The Men's Shed would encourage users to walk, cycle, use public transport or car share.
- 4.3 The Men's Shed is usually open Monday to Friday between 10am and 3pm; there would be minimal visual and noise impact on the local community.
- 4.4 The Churn Men's Shed provides a much-needed space to come together and engage in social activities. The new site will offer members the opportunity to learn new skills and contribute to their community in a meaningful way. The proposed site's location in the nature reserve ensures that the organisation could offer rural skills and activities to its members, which is a unique aspect of the Men's Shed.
- 4.5 As part of the Licence to Occupy the Churn Project would be responsible for ensuring that the Men's Shed project:
 - 4.5.1 engages with the local community and residents in a positive and supportive way, enhancing and protecting the Local Nature Reserve and community amenities;
 - 4.5.2 does not cause any noise or nuisance to surrounding residential and community spaces;
 - 4.5.3 keeps the area of the Licence clear of rubbish;
 - 4.5.4 provide buildings, contents and public liability insurance for any related Men's Shed activity and to comply with all risk assessment requirements and other applicable legislation to activities, GDPR and safeguarding;
 - 4.5.5 apply for planning permission and any other permissions, if so required.

5. RECOMMENDATION

To consider and approve the Old Nursery Site, City Bank for the location of the Churn's Men's Shed project.



Land and Property Committee

26th September 2023

REPORT SUMMARY

AGENDA ITEM NO:	8
REPORT TITLE:	Memorial Policy Update
REPORT AUTHOR:	Natalie Taylor
LEAD MEMBER:	Cllr Nick Bridges
PURPOSE OF REPORT:	To simplify the application process, associated costs and timeline for memorial applications and explore other memorial opportunities.
LEGAL:	None
FINANCIAL:	10 years of maintenance to be covered by applicants. Possible income streams included.
PERSONNEL:	Grounds team time required for installing & maintaining memorials
ENVIRONMENTAL:	Tree planting to follow any site-specific strategies
CLIMATE CHANGE:	Tree planting to follow any site-specific strategies
EQUALITY AND DIVERSITY:	All applicants to be considered if they meet memorial requirements.
RECOMMENDATION:	To approve the new application process and amends to the memorial Policy

1. Background

- 1.1 At present memorial requests are made by members of the public throughout the year, making reviewing and facilitating requests resource intensive for Officers and Grounds staff
- 1.2 The cost of memorial applications needs to include long-term maintenance of memorial assets
- 1.3 A large number of Council owned sites have scheduled monument status, adding further benches or planting trees is not always practical or possible.
- 1.4 An alternative memorial opportunity adopted by other councils is a Community Memorial Tree, which offers a different and affordable way for residents to have a memorial by purchasing and engraving a leaf for the tree.
- 1.5 The Community Memorial Tree does have significant upfront costs but long-term could create an income stream, will not require ongoing schedule monument consent applications, and offers an affordable memorial service to residents if there is local interest in this type of memorial.

2. Purpose of Report

- 2.1 To propose a new user-friendly application form for memorial applications
- 2.2 To propose a new timeline for memorial applications and responses
- 2.3 To establish transparent costs for memorial opportunities to cover 10 years of maintenance
- 2.4 To develop a flexible policy that can meet the Council's needs for seating or tree planting year-to-year across Council sites
- 2.5 To recommend updates are made to the Memorial Policy
- 2.6 To propose consulting on public interest for a community memorial tree

3. Supporting Information

- 3.1 The suggested timeline for memorial applications going forward is to accepted and acknowledge requests throughout the year, but to review and facilitate requests in September, to coincide with tree planting season. In September, Officers will review council sites, establish where there are memorial opportunities, before proceeding to facilitate memorial requests. This will allow for more efficient management of staff time and resources.
- 3.2 For benchmarking purposes, Table 1 shows the charges for memorial benches and trees listed by other Councils

Council	Memorial Service Offered	Cost
Harlow Town Council	New bench, installation, plaque and 10-year maintenance	£1,500 Extra £200 if groundwork needed
	Plaque on an existing bench, plus 10 years maintenance	£750
	Tree, 3 years maintenance and installation	£150+
South Ham District Council	New bench, plaque and 10-year maintenance	£1,680
	Tree, stake and other planting accessories. Plaque, and follow-up maintenance, although not a replacement should the tree fail in any way.	£400
Southampton City Council	New bench and plaque on a slab base	£1700
Folkestone & Hyde Council	New Bench, installation costs, a plaque, two maintenance refurbishments over 10 years	£1886
Teignbridge Council	New bench on an existing surface, a plaque, installation costs and basic ongoing maintenance if required.	£1175
	New bench on to a new surface, a plaque, installation costs and basic ongoing maintenance if required	£1650

Table 1 Benchmarking of Memorial Charges

3.3 Table 2 shows the recommended fees for Cirencester Town Council memorial trees and benches

New bench, plaque & engraving, installation and 10 years maintenance contribution.	Total £1750 (includes VAT) £664 for bench + £132.80 VAT £93 for plaque & engraving + £18.60 VAT £350 for installation £500 for 10 years maintenance
To install a plaque on an existing bench plus 10 years maintenance contribution. Applicant to supply engraving.	Total £750 (includes VAT) £100 for plaque £150 for installation £500 for 10 years maintenance
To include tree, installation and maintenance, applicant to supply plaque in keeping with any surrounding plaques	Total £250 (+ tree) £150 installation £100 towards 3 years maintenance of tree

Table 2 Recommended charges for CTC Memorials

- 3.4 An alternative memorial opportunity that can be explored is the Community Memorial Tree. The tree acts as a central memorial in an appropriate memorial site, and residents purchase and engrave memorial leaves for the tree. Overtime leaf sales can provide an income stream and can be more affordable to residents than memorial trees or benches.
- 3.5 Table 3 shows the 2023 guideline prices for a Community Memorial Tree. The price guidelines are indicative for manufacture, delivery and installation of memorial trees in the Midlands area of England. The prices are Ex VAT. See appendix B for image of tree.

Memorial Tree Size	120cm	220cm	320cm
Memorial Tree Investment	£5,400	£14,900	£21,900
Quantity of Memorial leaves	172	440	640
Engraved lead (single sided) purchase price	£45.00	£50.00	£55.00
Total cost (over time) for engraved leaves	£7,740	£22,000	£35,200
Suggested retail price for leaves	£180	£200	£300
Total income (over time) from leaf sales	£30,960	£110,000	£192,000
Tree investment and leaf costs	£13,140	£36,900	£57,100
Your leaf sale break even point	40	75	90
Total income after investment & costs	£17,820	£73,100	£134,900

Table 3

- 3.6 Further research into possible sites and funding to facilitate a Community Memorial Tree can be undertaken if recommended by Land and Property committee. Public consultation could be undertaken to understand wider interest in this type of memorial as there are significant upfront costs.

4. Recommendations

- 4.1 To approve the new fees, application form and timeline for the memorial application process
- 4.2 To approve the amends to the Memorial Policy
- 4.3 Decide whether to recommend public consultation and further research into the Community Memorial Tree (research could include suitable sites, suitable funding, and public interest)

Appendix A Memorial Bench example



Bench that matches current benches in CTC owned sites
<https://www.broxap.com/lakeside-anti-vandal.html>

Appendix B Example of the memorial tree, cost breakdown in Table 3



Appendix C – Memorial Application form

Memorial Application Cirencester Town Council



Overview

Cirencester Town Council (CTC) recognises that sometimes residents wish to remember loved ones with a memorial in a public park or green space. CTC will ensure that the memorial process is managed and regulated for the mutual benefit of all, and the conditions of the Memorial Policy must apply.

Installation Costs

Costs including VAT:

- New Seat & Plaque on new base **£1750** (includes bench, plaque, base, installation and contribution to 10 years of maintenance. Applicant to organise engraving.)
- Plaque on an existing bench **£750** (subject to availability, includes plaque, installation and contribution to 10 years maintenance. Applicant to organise engraving.)
- Memorial tree **£250 + cost of chosen tree** (includes installation and contribution to 3 years of tree maintenance. Applicant to provide plaque to fit in with surroundings)

Payment Process

The Town Council will acknowledge receipt of your application and reviews memorial applications in the **September** of each year. Subject to agreement of the memorial, an invoice including VAT will be sent to you when the application is reviewed. ***Please do not send payment with the application form.***

Your Details

Name:

Address:

..... Postcode:

Telephone: Email:

What is your preferred location for the seat or tree? (this is subject to space and availability)

Name of Park or Open Space:

.....

- Tick one: New Seat & plaque on a new base (**£1750**)
- Plaque on existing bench (**£750**)
- Memorial (**£250 + cost of tree**)
- Other memorial option from approved list

I have read the conditions on Cirencester Town Council's **Memorial Policy**, subject to which the Council is prepared to provide a commemorative seat, plaque or tree, and I agree to be bound by them.

Signed: Date:

Please send completed form (**no payment at this stage**) to: info@cirencester.gov.uk or drop it in to the Local Information Centre, Bingham House, 1 Dyer Street, Cirencester, GL7 2PP

Office Use Only

Invoice No:
.....

Dated:
Paid:

Privacy statement

Cirencester Town Council is collecting this information, via the **Memorial Application** form, in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in our [Privacy Policy](#)



CIRENCESTER TOWN COUNCIL PARKS AND OPEN SPACES MEMORIAL POLICY

1. Introduction

- 1.1 CTC recognises some residents wish to have memorials in public spaces but manages the process for the benefit of all park users.
- 1.2 A memorial in the context of this document is not a funeral marker.

2. Objectives

- 2.1 The policy is guided by the following principles:
- To be respectful and sympathetic to those seeking to install a memorial.
 - To be clear and easily understood by residents and park users.
 - To balance the needs of a variety of park users.
 - To ensure that the parks' primary recreational purpose remains intact and their overall appearance is kept up to standard.
 - To establish responsibility for the maintenance, repair and replacement of memorials.
- 2.2 The policy ensures that any memorials:
- Have the consent of the next of kin.
 - Have a common appearance, style, and size.
 - Will not cause offence to others.
 - Are not out of place in the park or green space in which they are placed.
- 2.3 This policy relates to all parks and green spaces that CTC owns and manages

3. General

- 3.1 All applications for memorials in parks and green spaces should be made in writing using the application form and sent to info@cirencester.gov.uk or handed in to the Local Information Centre, Bingham House, 1 Dyer St, Cirencester GL7 2PP usually by or with permission from the next of kin.
- 3.2 CTC will receive and acknowledge memorial requests throughout the year and will review and respond with available locations and memorial options in September
- 3.3 CTC aims to accommodate memorial location requests, but park management and development takes priority. CTC also reserves the right to limit the number and types of memorials in each area.

- 3.3 CTC will only permit memorials in the Market Place to people who have been awarded the title of Honorary Freeman / Freewoman for exceptional services to the community.
- 3.4 CTC is not responsible for any damage, vandalism, or theft of memorials.
- 3.5 CTC reserves the right to remove any memorial that has been damaged and / or, in the view of CTC is beyond economic repair.
- 3.6 The Council reserves the right to move to a new location or remove completely any seat or plaque if it is deemed to be in the Council's best interest to do so. **Notification of such action will be made to you at your last known address.**
- 3.7 CTC will only permit memorials to individuals. Applications for memorials to any historical event or deceased pets will not be considered.
- 3.8 It is the responsibility of the applicant to notify CTC in writing of any change of address or contact details.
- 3.9 Any ceremony or gathering to celebrate the installation of a memorial must be arranged and agreed with CTC in advance. No mementos of any kind are permitted to be left.
- 3.10 Payment for a tree, bench or memorial plaque shall be treated as a donation and the ownership of the asset shall be vested in CTC who shall be deemed the legal owners.
- 3.11 All memorials must be paid for by the applicant before the completion of installation and payment must meet the full and final cost of the memorial, its installation and any relevant maintenance charge.
- 3.12 Memorials may not be attached to existing trees or benches **without specific permission and prior agreement with the Land and Property Manager. See 5.9 for further details.**

4. Memorial Benches

- 4.1 Applicants can apply for benches to be installed in parks, green spaces and public areas in memory of loved ones.
- 4.2 Benches or picnic tables shall be of the type and colour specified by CTC in order to be coordinated with any other benches already situated in the intended location. See application form for examples.
- 4.3 If the bench is to be placed on grass it will usually be fitted to a concrete base. CTC will be responsible for all installation work, the cost of which shall be incorporated in the donation.
- 4.4 Memorial plaques fitted to benches are to be a maximum height of 7cm and will be fitted in the centre of the upper most lath of the back of the bench.
- 4.5 Memorial plaques **for benches will be included in the cost of the bench with the applicant supplying the engraving.** The final wording is to be approved by the **Land and Property Manager.** The engraved plaque will be fitted to the bench **by the bench provider or CTC staff.**

- 4.6 Memorial plaques and stone bases for memorial trees should be provided by the applicant in consultation with the Land and Property Manger to ensure they are in keeping with surrounding memorial trees.
- 4.6 CTC, in accordance with the current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant and this process must follow the same application procedure within this Policy.
- 4.7 No additional mementoes including statues, flowers, wreaths, vases, scarves, gifts, etc. will be permitted on or around the bench. Memorial items will be removed.
- 4.8 Any maintenance by a third party after initial installation of benches or plaques will be in strict agreement with CTC.
- 4.9 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. CTC will charge for the bench, base, material and labour. CTC will procure the bench, all materials and labour.
- 4.10 Should there already be sufficient benches in the park of the applicant's choice; the applicant may be offered an alternative choice of memorial or location.
- 4.11 Once installed, a bench shall receive normal routine maintenance: normal maintenance may only be guaranteed to take place up to a maximum of 10 years.

5. Memorial Trees

- 5.1 Memorial plaques will not automatically be permitted on or near trees. The memorial tree will be acknowledged at a location to be agreed with the applicant. No additional mementoes including statues, flowers, wreaths, vases, scarves, gifts, etc. will be permitted on or around the plant or tree. Memorial items will be removed.
- 5.2 Plant species shall be from the list maintained by CTC. Trees will need to fit into the planting scheme and management strategy of the chosen park or green space. A choice of trees and plants and their cost will be provided to the applicant.
- 5.4 The planting of trees is not possible in some parks or areas of parks – locations will be discussed as part of the application
- 5.5 The total cost of a tree or plant will be dependent on the species chosen by the applicant or what is required by the sites management strategy. CTC will charge for the plant and planting labour.
- 5.6 CTC will maintain the tree for the first three years on behalf of the applicant. Should the tree die within this period CTC shall undertake to replace the tree.
- 5.7 After three years, once the service has been delivered, the tree shall be incorporated in CTC's routine inspections and maintained as required: at this time CTC accepts no responsibility for defects, disease or if the tree dies.

5.8 CTC will only plant trees during the winter months, when they have the best chance of survival. The applicant and family members may be present and assist if practicable and desired.

5.9 CTC may be able to offer the opportunity to add a memorial plaque to an existing tree in some parks or green spaces. This option will still retain a sense of occasion when the memorial plaque is unveiled.

6. Ashes

6.11 CTC does not permit interment of ashes within the town's parks and green spaces.

7. Projects

7.1 CTC acknowledges high demand for memorials in public open spaces and that peaceful or scenic areas previously frequented by the person are preferred locations.

7.2 Long service life of street furniture and equipment, significant existing memorial stock, and limited planted memorial options lead to a shortage of locations on CTC land.

7.3 CTC will explore alternative methods to enable memorial placement, including offering a different location or including memorials in larger project options where standard seating or planting is not available.

7.4 Some examples of project options are listed below (but not limited to); these may be funded in part or entirely through memorial donations

- a) New landscaping projects that include seating.
- b) Landscaped areas forming part of another larger project.
- c) Picnic spaces or Social / 'Meeting' places.
- d) Recreational equipment or activity areas such as Table Tennis, Outdoor Chess or exercise areas.
- e) Play areas; donations for equipment and/or seating; as well as elements relating to points above.
- f) Small land marks or way markers
- g) Shelters for seating or screens

Adopted: April 2016

Reviewed and updated: **September 2023**