

Harlow Town Park Memorial Policy

1. Introduction

- 1.1 Harlow Council recognises the wish of some residents to remember loved ones with a memorial in green spaces such as Harlow Town Park. The council is happy to accommodate requests for memorials within the guidelines of this policy. It is important to remember that Harlow Town Park is enjoyed by a wide range of park users and residents. The council aims to ensure that the memorial process is managed and regulated for the mutual benefit of all.
- 1.2 To be permitted, requests for memorials must comply with this policy.
- 1.3 In the absence of a mutually agreeable solution Harlow Council reserves the right to remove any benches, plaques or memorial trees that are installed without permission.
- 1.4 The forms of memorial permitted will be: memorial benches, memorial plaques attached to benches, and memorial trees.

2. Objectives

- 2.1 This policy has been produced with the following guiding 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 contrasting needs of a variety of park users.
 - To create a consistent approach that can be applied across the park.
 - To ensure the park's recreational purpose is not compromised and the high quality of its appearance is maintained.
 - To establish responsibility for the maintenance, repair and replacement of memorials.
 - To avoid a demand on public funds from privately installed memorials.
- 2.3 This policy relates to Harlow Town Park which is owned and managed by Harlow Council.
- 2.4 This policy supersedes all previous arrangements, policies and agreements and applies to all privately funded memorials within Harlow Town Park.
- 2.5 Any complaints relating to the implementation of the policy that cannot be resolved by officers managing the park will be considered by the Chief Executive or a Head of Service nominated by him, whose decision will be final.

3. Making an application for a memorial

- 3.1 Applications for installation of memorial shall be submitted using the application form available from the council's website. Users without access to electronic communication may approach Contact Harlow at The Civic Centre, The Water Gardens, Harlow CM20 1WG
- 3.2 The charges for memorials on introduction of this policy are set out at Appendix 1 to this policy. Charges will be reviewed from time to time in accord with council fees and charges policy. Payment in full is required before the bench, plaque or tree is approved.
- 3.3 The location and any wording for the inscription for any memorial bench, plaque or tree must be agreed in advance in writing with the council.
- 3.4 Applications for memorial benches, plaques or trees are accepted at any time of year, however how long applicants should expect to await installation depends on the type of memorial. Tree planting for instance, would normally take place between November and March.

4 General arrangements

- 4.1 The council does not permit the placing burial or scattering of any human remains cremated or otherwise in Harlow Town Park.
- 4.2 The council does not permit the placing burial or scattering of pets' remains cremated or otherwise in Harlow Town Park.
- 4.3 No memorial tribute or mementoes such as vases, urns, candles, statues, solar lights, obelisks, flowers, wreaths, balloons or other ornamentation should be placed around a bench or tree or other location.
- 4.4 Benches, plaques and trees remain the property of the council. The council accepts no liability for replacement of any memorial which is considered by the council to have reached the end of its useful life.
- 4.5 The council accepts no liability for damage to or loss of any memorial bench, plaque or tree due to the action of any third party.
- 4.6 It is the responsibility of the applicant to ensure that the council is kept informed of their current contact details.
- 4.7 To maintain consistent standards and a uniform presentation the council will make arrangements for the installation of all permitted memorials. The council does not permit applicants or third parties to install memorials.
- 4.8 Applicants will not be granted rights over or exclusive access to locations in which memorials are installed.

5. Memorial benches and seat plaques

- 5.1 Applicants may apply for either:

a) a memorial bench which is a new bench that would have an inscription carved into the seat (preferred option as these can be more secure)

or

b) a plaque to be fixed to an existing or replacement bench seat located within the park (see example Appendix 2).

- 5.2 The council will hold a register of suitable locations within Harlow Town Park where either memorial benches or plaques may be installed. The positioning of the benches and plaques will be limited to locations that are consistent with the overall vision for the park and with the maximum benefit to the park as a whole. The council accordingly may limit the number of benches or plaques that are permitted overall and in each year.
- 5.3 The council will aim to accommodate the applicant's preference for the bench location from the register of suitable bench sites. The council reserves the right to refuse an application if the preferred location is unsuitable and may compromise the appearance or overall vision for the park of Harlow Town Park.
- 5.4 Memorial benches and plaques may have text dedications only. No pictures or other images are permitted.
- 5.5 All memorial benches and plaques will be provided to a standard design in order to maintain a consistent approach to across the park.
- 5.6 Benches and plaques are normally installed within 12 weeks of an approved application.

Memorial benches:

- 5.6 The council provides the memorial bench in the style of the 1800 Cavendish seat, a heavyweight seat in a traditional design with arm rests. The price includes up to 59 characters of text for the carved inscription and any further characters will incur an additional charge per character up to a maximum of 100 characters.
- 5.7 The total cost of the installation of a memorial bench will include the costs of the bench, carved inscription, base, material, labour and maintenance. The council will procure the bench, all materials and labour.
- 5.8 Memorial benches have a minimum life expectancy and will be maintained by the council for a period of ten years. After this time they may be removed, refurbished or become available for rededication by the council. The exterior of the bench will not be treated in the first five years due to the hard-wearing nature of the timber used.
- 5.9 The council 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 an applicant following the same application procedure provided for within this policy.

- 5.10 Should there already be sufficient memorial benches in Harlow Town Park the council will place the request for the installation of a memorial bench on a waiting list.

Memorial plaques:

- 5.11 Applicants may apply for a memorial plaque to be fixed to existing benches within Harlow Town Park. The council offers two options:
- a) a dedicated bench for the installation of one plaque
 - or
 - b) a dedicated bench that will be dedicated to the installation of up to three plaques.
- 5.12 Memorial plaques will only be installed where the seat receives a complete refurbishment at the time of installation or will be refurbished within a 12 month period. Plaques will not be installed on memorial benches.
- 5.13 Memorial plaques will be bought and engraved by the council. The maximum inscription on the plaque will be 100 characters. The plaque will be engraved in a standard font and font size. The engraved plaque will be fitted to the bench by the council. The council may reject a request for an inscription if it considers it is not suitable to be displayed in a public place.
- 5.14 The total cost of the installation of a memorial plaque will include the costs of the plaque, engraving and installation. The council will procure the plaque and all materials and labour.
- 5.15 Memorial plaques will be maintained by the council for a period of five years, after which time they will be removed and the seat refurbished by the council.
- 5.16 The council accepts no replacement liability for the plaque. Any replacements of plaques will be the responsibility of the original applicant and this process must follow the same application procedure within this policy.
- 5.17 Should there already be sufficient adopted seats with memorial plaques in Harlow Town Park the council will place the request on a waiting list.
- 5.18 Memorial plaques will not be returned to applicants at the end of the memorial period.

6. Memorial trees

- 6.1 Applicants may apply for a memorial tree to be installed in the Harlow Town Park in memory of loved ones. Memorial plaques will not be permitted on or near trees.
- 6.2 Trees will need to be chosen to fit into the planting scheme at Harlow Town Park. Only species approved by the council may be selected. The council holds a register of suitable locations within Harlow Town Park where memorial

trees can be planted. Memorial trees will be positioned to maximise the benefit and development of the garden areas in Harlow Town Park.

- 6.3 The council may limit the number of memorial trees that are permitted to be planted each year.
- 6.4 Whilst the council will seek to locate a tree at a requested location, this cannot be guaranteed. The council reserves the right to refuse applications on this basis.
- 6.5 The total cost of a tree will be dependent on the species of that chosen by the applicant. The total cost of the installation of a memorial tree will include the costs of the tree, planting and maintenance in the first three years. The council will procure the tree.
- 6.6 The council will only plant trees during the winter months between November and March when they have the best chance of survival.
- 6.7 The council will supply and plant all memorial trees. Applicants may choose to be present at the planting. Arrangements for attendance at the tree planting need to be agreed with the council.
- 6.7 The council will maintain the tree in line with its current maintenance programme.
- 6.8 The council will not be liable for the replacement of old, diseased or damaged trees. In addition should the tree become unsightly, unsafe or diseased the Council reserves the right to carry out any arboricultural works that it deems necessary. Any replacement of a memorial tree will be the responsibility of an applicant following the same application procedure provided for within this policy.
- 7. Council action in case of non-compliance with memorial policy review**
- 7.1 The council will take a progressive and proportionate approach to non-compliance with this policy.
- 7.2 Where non-compliance is identified, the council will contact the person responsible in writing setting out its concerns and allowing the opportunity to resolve the issue.
- 7.3 Where there continues to be non-compliance after an interval of two weeks the council will again seek to contact the person responsible and advise that should the issue not be resolved within a further two weeks the council will act in default.
- 7.4 The council reserves the right to recover the costs of acting in default where it is appropriate.
- 7.5 Where council action results in removal from the park of durable items such as benches or plaques, the person responsible will be advised and will be

given a reasonable opportunity to reclaim them, after which the council reserves the right to dispose of them as it sees fit.

- 7.6 Perishable items removed such as floral tributes, and items of no substantial value such as cards and candles, will be disposed of without further notice as the council sees fit.
- 7.7 If the council has had to take steps in default of the person responsible having followed the above mentioned procedure, it may on future occasions of non-compliance dispense with such parts of the procedure as it sees fit.
- 7.8 Where the council is unable to contact the person responsible in writing by other means it may seek to do so by affixing a suitable notice to the memorial in question.
- 7.9 The council may depart from the procedure set out above where necessary in the interests of safety, in pursuance of its duties and responsibilities, or to protect its interests as the landowner.

8. Review

- 8.1 The content of this policy will be reviewed in two years.

Appendix 1

Harlow Town Park Memorial Charges

Memorial bench

The charges for the memorial bench are £1,650 (including VAT) inclusive of the provision and installation of a bench, plaque and 10 year maintenance.

This charge includes the following:

- Supply of 1800 Cavendish seat
- Engraving onto top of seat (preferred) or Type (brass) Plaque and inscription.
- Base and installation
- Contribution to 10 year maintenance

Should any preparatory ground works be required as part of the installation process an additional £200 will be charged.

Memorial plaque

There are two options for memorial plaques:

- a) A sole plaque on an existing seat costs £750
- b) A plaque which is located on a shared memorial seat (up to three plaques will share an individual bench) costs £250 each.

The above charges include the following:

- Supply of brass (type) plaque
- Inscription
- Installation
- Contribution to five years maintained and refurbishment of the seat

Memorial tree

The charges for the installation of a memorial tree will vary as dependant on the species of tree. The proposed location within the Town Park will be the Cherry Orchard, off the School Lane car park and therefore will be restricted to species of Flowering Cherry. The indicative overall charge will be £190 which will reflect the:

- Supply of tree
- Installation by a recognised contractor- the tree will be surrounded by a protective wire cage
- Contribution to three year maintenance such as watering

Appendix 2

Example of Cavendish bench with plaque



Example of Memorial plaque on bench

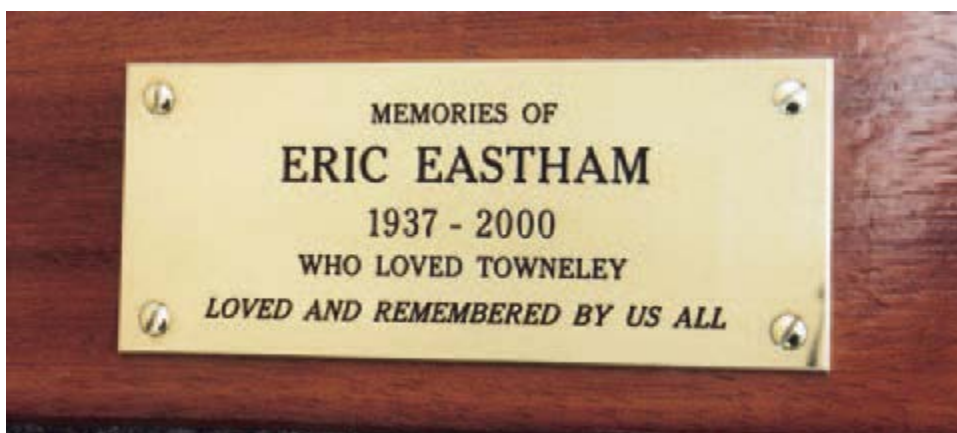


Illustration courtesy of Streetmaster Products, Swansea SA9 1JW