

COCKERMOUTH TOWN COUNCIL MEMORIAL/COMMEMORATIVE SEAT & MEMORIAL TREE POLICY

1. Purpose

This policy provides guidance to people who wish to donate memorial or commemorative seats or trees to be placed on publicly accessible land owned by Cockermouth Town Council. No other forms of memorial other than seats or trees are acceptable. The policy, along with the terms and conditions which apply, aims to provide suitable opportunities for such memorials while keeping the town's green spaces safe and well-maintained, looking attractive and uncluttered, and with relevant public amenities.

'Commemorative seats' means seats that commemorate events or institutions or are given by voluntary groups or institutions for the benefit of the town.

'Memorial seats' means seats donated by friends and families to remember loved ones.

Plaques may be attached to seats or alongside trees.

All such seats and trees are considered donations to the council for public use and public benefit. The opportunities to install seats and plant trees on council-owned land are limited. We regret that we may not be able to accept all offers of seats or trees. In these circumstances the council will offer applicants the option of joining a waiting list. All seats will be installed for a period of 15 years whereupon they should be removed and the space offered to the next person/s on the waiting list.

The council will take advice on the suitability of a proposed tree for a particular location.

The decisions of the council are final.

2. Terms & Conditions

- The style and materials of seats, plaques or tree specimens, together with their siting, remain a Cockermouth Town Council decision. Only seats, trees, and plaques (including the wording) approved, supplied and installed by the council will be acceptable.
- The council will provide plinths for seats in designated locations. Once installed the council undertakes to inspect and maintain seats for a period of 10 years.
- Seats may have to be removed prior to 15 years if they become unsafe or unsightly.
- When seats are to be removed, the council will inform the donor and offer them the opportunity to have the seat returned to them.
- The council will not replace stolen, damaged or vandalised seats, plaques or trees. If a seat is damaged beyond repair, the donor may, with the council's agreement, replace it with a new seat up to the end of the 15-year period. Alternatively if they do not wish to

do this, the council will remove the seat to enable the council to offer the site to the next donor on the waiting list.

- The council cannot guarantee the long term safety or security of seats or trees and is not responsible for replacement resulting from damage or deterioration with age.
- Regular inspections by council staff will determine if a seat/tree is safe and the council will make the final decision to remove any seat/tree. The donor will be informed when this arises.
- Memorial trees will be planted between the end of November and the end of February and watered regularly during the first three years to help them become established.
- Once planted, trees will normally be allowed to grow to maturity, however the council reserves the right to prune trees or remove them at any time if they are deemed hazardous or unsafe.
- Floral displays and tributes other than plaques on or near seats or trees will be removed.
- The council does not permit the placing or burial of ashes near seats or trees.
- The council will keep a record of donors and their contact details for future reference in accordance with data protection laws. It is the responsibility of the donor to keep the council informed of any change of circumstance or address.

3. Commemorative Seats

Local organisations may apply to donate commemorative seats. The terms and conditions above will also apply to these seats. The council will determine whether to accept the application and if approved will determine the length of time that the seat will remain in its location.

4. Ordering and Payment

- Applicants should send details of their request in writing to clerk@cockermouth.org supplying full name, postal address, email address and telephone number.
- The Town Hall staff will administer all matters relating to fulfilment of the donation.
- Once agreement has been reached, the council will invoice the donor and when payment is made, along with provision of the plaque wording, the council will order, supply and install seats and order, supply and plant trees and affix the plaque/s.
- Memorial plaques should have a maximum of 32 characters/spaces per line and a maximum of 4 lines.
- Wording for the memorial plaque/s must be supplied in writing by the donor to be approved by the council. The material and font to be used will be decided by the council. The council cannot be held responsible for any mistakes in the writing supplied.
- A maximum of two plaques per seat is allowed.
- If the applicable fee is not received within 1 month of the invoice date the council reserves the right to deem any agreement as cancelled by the donor.