

## MEMORIAL SEAT & MEMORIAL TREE POLICY (revised March 2025)

It is the policy of Hope Park and Fitz Park Charitable Trusts that memorials, **either seats or trees**, are acceptable in the parks

It is policy of Townsfield that **only memorial benches** are acceptable.

All Parks have a considerable amount of seats and trees. However, when these need replacing, which is on an ad hoc basis, they may be purchased via donations to the Trust.

### Policy Terms & Conditions

- The style of seat or tree specimen, together with the sitting thereof, remains a Trust decision.
- We regret that we may not be able to accept all offers for seats, but that you will understand that the number and style of seats we select is a major consideration if we are to keep our parks looking attractive and uncluttered.
- **Once installed Keswick parks undertakes to maintain the seat for a period of 5 years.**
- **All seats will be removed after 10 years**, the space will then be offered to the next person on the waiting list. Seats may be removed prior to this if they become unsafe, or unacceptable from an aesthetic or policy stand point.
- Memorial seats and plaques can be removed by the donor at the end of the period, although they must arrange collection and all related costs.
- Keswick Parks cannot replace stolen, damaged or vandalised seats, trees or plaques. The seat or tree may be removed from site if vandalised and of a Health and Safety concern. If the seat or tree has to be removed, we will make every effort to inform the donor. The space will then be offered to the next person on the list.
- Keswick Parks cannot guarantee the long term safety or security of the seat or tree and is not responsible for the replacement resulting from damage or deterioration with age.
- Regular inspections by Keswick Parks staff will determine if a seat/tree is safe and will make the final decision to remove any seat/tree.
- Memorial trees will not be planted during the summer months as often trees do not survive due to drier conditions.
- Whilst it is permitted for memorial seats to contain commemorative plaques, this is not permitted for trees.
- The opportunity to plant trees is limited and is undertaken under advice from the Parks Manager.
- Once planted the trees are normally left to grow to maturity however Keswick Parks reserves the right to remove trees after 10 years if deemed unsafe.
- If a memorial tree dies, we will replace it free of charge, however we cannot guarantee the same kind of tree will be used.
- The public nature of the park dictates that Keswick Parks only permits the placement of a single flower on or next to memorial seats or trees. Floral displays and other tributes will be removed.
- Keswick Parks does not permit the placing or burial of ashes under benches or trees.

- The location in which the seat or tree will be placed is determined by Keswick Parks, dependant on need and availability. While Keswick Parks tries to locate a seat or tree at a requested location, this cannot be guaranteed.
- Only seats and trees approved and supplied by Keswick Parks will be acceptable.
- Keswick Parks 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 Keswick Parks informed of any change of circumstance or address.

#### **Cost of Memorials – Subject to Regular Review**

Memorial Seat (inc. delivery, assembly & VAT @ 20%) = £821.53

Memorial Plaque (inc. delivery, fixing & VAT @ 20%) = £83.04\*

**Total cost of seat and plaque to donor = £904.57**

***\*Please note if you are purchasing an additional plaque for an existing memorial seat the type of material used and lettering may be different. If this is important to you please check this before completing your order.***

Memorial Trees range from £50 to £200 (inc. delivery, planting & VAT @ 20%) depending on the sapling size and type

- Keswick Parks will order, supply and install seats and affix the plaque and order, supply and plant trees
- Memorial plaques maximum characters/spaces per line is 32 (including spaces) and maximum lines is 4 (memorial seats only)
- Wording for the memorial plaque must be supplied in writing by the donor. Keswick Parks cannot be held responsible for any spelling mistakes in the writing supplied.
- A maximum of two plaques per seat is allowed
- Keswick Parks will invoice the donor of all memorials and when payment is made, along with the plaque wording (for memorial seats), the order will be made
- If the applicable fee is not received within 1 month of the invoice date Keswick Parks reserve the right to deem any agreement as cancelled by the donor
- Orders for memorials may take 8-10 weeks to be ordered and installed/planted

#### **For further information please contact:-**

Keswick Parks

c/o Keswick Town Council, 50 Main Street, Keswick, Cumbria CA12 5JS

Telephone 017687 73607

Email [office@keswicktowncouncil.gov.uk](mailto:office@keswicktowncouncil.gov.uk)

**BENCH STYLE A****BENCH STYLE B****Contact information**

If you are satisfied with the Terms and Conditions within and would like to proceed with your enquiry or be added to the waiting list for a future memorial, please tick this box

Please complete your details below and return this document to:

Keswick Parks  
 c/o Keswick Town Council, 50 Main Street, Keswick, Cumbria CA12 5JS  
 email - [office@keswicktowncouncil.gov.uk](mailto:office@keswicktowncouncil.gov.uk)

<b>Memorial Bench/Tree Contact information:</b>	
<b>Which Park you are interested in?</b>	<input type="checkbox"/> <b>Fitz Park</b> <input type="checkbox"/> <b>Hope Park</b> <input type="checkbox"/> <b>Townsfild – benches only</b>
<b>Name:</b>	
<b>Address:</b>	
<b>Contact telephone number:</b>	
<b>Contact email address:</b>	

<b>Are you interested in a Memorial Bench or Tree?</b>	<input type="checkbox"/> <b>Memorial Bench</b> <input type="checkbox"/> <b>Memorial Tree</b>

***Please note - we are holding this information to enable us to contact you when a memorial position becomes available.***