



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

Bench and Tree Donation Policy

Revision 003 – August 2023

1. Introduction

Gillingham Town Council understands and respects the wishes of its residents to remember loved ones through memorial benches and trees. The Town Council has a clear and sympathetic approach, which takes account of contrasting needs and wishes of residents.

It is the policy of the Town Council to consider an application for a memorial bench or tree on land owned and maintained by it, however the Town Council reserves the right to refuse any application and the decision of the Town Council shall be final.

2. Memorial Benches

The number of memorial benches in any area will be limited. The location of a bench will be decided by the Town Council which will attempt to accommodate the wishes of applicants wherever possible.

To maintain consistency of appearance and quality, benches shall be of the styles illustrated in Appendix A and must be approved by the Town Council. All benches will be ordered and installed by the Town Council. The cost of purchasing a bench shall be met by the Applicant and, in addition, the Applicant shall pay the sum of £150 for its installation and subsequent routine maintenance during the viability of the bench.

The Town Council shall have absolute discretion in deciding when a bench is no longer viable. Having made such a decision, the bench will be removed and disposed of by the Town Council, which shall be under no obligation to replace it. The Town Council will, however, without any binding obligation on its part, attempt to contact the Applicant with an invitation to replace the bench on the same terms set out in this Policy, or any subsequent version of it, should they so wish.

3. Trees

The species of tree must be of a native variety and must be approved by the Town Council. The Town Council Works Manager will recommend suitable trees for each location. Trees will be planted during the autumn and winter planting season by Town Council employees and protected by a tree guard, of a design and construction to be approved by the Town Council.

Once planted the tree is normally left to grow to maturity; however, the Town Council reserves the right to remove and dispose of a tree if, in its absolute discretion, it is deemed unsafe or for any other reason. If the Town Council removes a tree it shall be under no obligation to replace it. The Town Council will, however, without a binding obligation on its part, attempt to contact the applicant with an invitation to replace the tree on the same terms as set out in this policy or any subsequent version of it, should they so wish.

The Applicant shall contribute toward the cost of planting and ongoing routine maintenance in a sum determined by the Town Clerk.

4. Plaques, laying of wreaths, flowers, planting of flowers and other forms of memorials

None shall be permitted, save that if the Applicant wishes to attach a commemorative plaque on a bench. The Applicant shall seek the prior approval in writing of the Town Council by submitting to it full details, to include the wording, design, size and proposed position of the same. Plastic or composite plaques will not be permitted. The Town Council may in its absolute discretion withhold approval. The Town Council accepts no responsibility for any plaque. The Applicant installs any approved plaque at their own cost and risk.

5. Ashes

The scattering of ashes or the placing or burial of ashes under benches or trees is not permitted.

6. Process

- Decide in which area you would like to donate a bench or tree.
- If donating a bench, choose the type of bench you would like to donate. Please refer to Appendix A.
- If donating a tree, consult with the Town Council's Works Manager to agree the species of tree and the proposed location.
- Complete an application form and send to Gillingham Town Council. Please refer to Appendix B.
- The Town Council will consider the application and, if suitable, it will authorise the memorial and an invoice will be sent to the applicant.
- When the application has been approved and the payment has been received, the Town Council will arrange for the purchase and planting/installation.

7. Conditions

No additional mementoes, eg vases, statues, flowers, wreaths, balloons or other ornamentation etc shall be permitted. These shall be removed without reference to the original applicant.

The Town Council will keep a record of successful Applicants and their contact details for future reference in accordance with data protection laws. It is the responsibility of the Applicant to keep the Town Council informed of any change of circumstance or address.

8. Review

This policy will be reviewed biennially by the Estate Management sub-committee and proposed amendments will be submitted to the Finance and Policy Committee for approval.

This document was approved and adopted at the Finance and Policy Committee on Monday 21st August 2023, minute no. 573 e) and ratified by Full Council on 29th August 2023.

Signed: (Mayor of Gillingham)

Date:

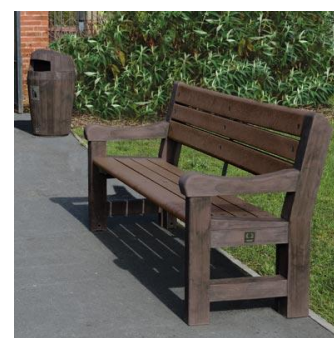


Bench Style 1

The Norbreck hard wood seat is a FSC® certified responsible hardwood bench with a backrest and armrests.

Bench Style 2

The Elwood Seat combines the visual appeal of wood with the durability and lowered maintenance of a polymer.



Bench Style 3

1500 OE Bench Seat is fabricated by hand, all from steel, hot dipped galvanized for weather and corrosion protection, then painted.

Bench Style 4

The Deer and Stag design is one of many variations made from 6mm thick laser cut steel then crafted by hand and made into a bench seat on our OE frame at the standard length of 1600mm.



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The Town Hall, School Road, Gillingham, Dorset SP8 4QR
 Tel: 01747 823588 Email: gtc@gillinghamdorset-tc.gov.uk

APPLICATION TO DONATE A TREE OR BENCH

Gillingham Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulation and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy policy on our website www.gillinghamdorset-tc.gov.uk/policy-admin/policies-procedures/ which provides more details on the processing of data.

To be completed by the applicant.

Name			
Address			
Telephone number			
Email			
Tree Donation (Delete as applicable)	Yes / No	Bench Donation	Yes / No
Bench Style number / Tree species			
Name of the open space or site:			
Proposed plaque details			
Fee Payable to Gillingham Town Council	£		
I/we confirm that (please tick all relevant boxes):			
<input type="checkbox"/> I will ensure that I notify the Gillingham Town Council of any change of contact details			
Signature:	Date:		

For office use only:

Approved by:

Date:

Signature:

Receipt No: