



Policy Panel

Item
10

6 March

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| Report of | Head of Neighbourhood Services | Author | Matt Chittock ☎ 07795 306882 |
| Title | Introduction of a memorial policy | | |
| Wards affected | City wide | | |

1. Executive Summary

- 1.1 The purpose of this policy is to set out clear guidance and boundaries to members of the public about requests for memorials in public open space owned by Colchester City Council.
- 1.2 This policy covers the general principles of the request and facilitation of memorials but does not aim to give details on specific designs of memorial items. This is to ensure that the Council retains the right to change the designs that it offers at short notice without changes to the policy. The customer will be given clear guidance on which designs are currently available during the application process.
- 1.3 The policy mainly covers frequently requested memorial items such as benches, trees and the spreading of ashes. Members of the public can request other items but the facilitation of this will be at the discretion of Colchester City Council.
- 1.4 All costs of memorial items facilitated will be charged to the member of the public requesting them. All factors will be taken into consideration when calculating cost including but not limited to cost of item, labour and running maintenance costs.
- 1.5 Many factors need to be considered when applications are received from members of the public regarding commemorations which include but are not limited to planning regulations, conservation areas and availability of space for items to be installed. Therefore, the policy makes it clear that the Council reserves the right to refuse any application for which it will provide the reasons for doing so in its response to the applicant.

2. Action Required

- 2.1 Review the Policy and make recommendations to Cabinet to implement the Policy with or without changes as agreed by the Panel.

3. Reason for Review

- 3.1 Although Colchester City Council does process requests from customers regarding commemorations for loved ones, it does not currently have an official policy in place. This has meant that whilst requests for memorials such as benches and plaques have been accommodated, it has been decided at the

discretion of the designated Council officer as to how this has been implemented.

- 3.2 Therefore, this policy has been drafted to ensure that a consistent, efficient and helpful response is provided to those requesting memorials to loved ones.

4. Background Information

- 4.1 The proposed Policy is set out in Appendix A.

5. Equality, Diversity and Human Rights implications

- 5.1 The proposed Policy does not set out to impact on equality nor promote discrimination in relation to gender, gender reassignment, disability, sexual orientation, religion or belief, age and race/ethnicity. An Equality Impact Assessment (EIA) can be found [here](#).

6. Standard References

- 6.1 There are no particular references to the Strategic Plan; consultation or; community safety; or risk management implications.

7. Consultation

- 7.1 Consultation has not been undertaken on the proposed Policy, other than the discussion and review with the Policy Panel.

8. Publicity Considerations

- 8.1 This policy is putting a formal process in place for existing practices and is therefore not considered controversial.
- 8.2 All information will be provided to customers when they apply for a memorial item to be installed so that they can make a decision on whether it is right for them to proceed should their application be approved.

9. Financial implications

- 9.1 There should be no further financial implications to Colchester City Council as this policy is simply formalising processes that are currently in place.
- 9.2 All facilitation of memorial items will be at the cost of the person requesting them and not at the expense of Colchester City Council.
- 9.3 Factors including cost of item, labour and running maintenance costs will be included in the proposed invoice to the customer.
- 9.4 Fees and charges will be reviewed annually.

10. Health and Safety Implications

- 10.1 Colchester City Council has a legal responsibility to ensure that its memorial areas are maintained so as not to cause a health and safety issue.
- 10.2 Items will be installed to a high standard to ensure that they are not a danger to members of the public. They will also be routinely monitored to make sure that this standard is maintained, and minor repairs conducted as appropriate.
- 10.3 Part of this policy states that should the item be beyond repair or in such a state as to be considered dangerous, then it will be removed immediately.

11. Environmental and Sustainability Implications

- 11.1 Where possible, memorial items that are made from sustainable/recycled materials will be considered.
- 11.2 Installation of memorial items will require the use of vehicles to transport them to and from locations of installation and in most cases, power tools used to install them. We will try to keep this to a minimum where possible and look at alternative ways to reduce the environmental impact where we can.
- 11.3 Colchester City Council where possible will encourage customers to purchase trees of native origin and that are adapted to the conditions of where they are to be planted (e.g. can survive with low water requirements,).