

# Causeway Coast and Glens Borough Council

**Environmental Services  
Estates Department**

**Guidelines & Procedure  
Open Spaces Memorial Provision**

**November 2015**

## DOCUMENT PROFILE

<b>Guide Line No.</b>	<b>1.0 –Nov 2015</b>
<b>Document Purpose</b>	<b>Policy and Procedure</b>
<b>Short Title</b>	<b>Guideline covering request for memorials (benches, trees etc) in Council owned open spaces</b>
<b>Author</b>	<b>Gareth Doyle</b>
<b>Publication Date</b>	<b>November 2015</b>
<b>Target Audience</b>	<b>Public</b>
<b>Circulation List</b>	<b>As requested</b>
<b>Description</b>	<b>A departmental policy and procedures document for the provision of memorials in Council owned open spaces</b>
<b>Linked Policies</b>	
<b>Action Required</b>	
<b>Review Date</b>	<b>No more than 2 years</b>
<b>Contact Details</b>	<b>Gareth Doyle Head of Estates Environmental Services Riada House 14 Charles Street Ballymoney BT53 6DZ</b>

## **Policy for Provision of Memorials/Trees in Open Spaces**

### **Policy Objective**

1. To replace any previous policy/guidelines/approval process for the provision of Open Space Memorials/Trees. An existing Memorial/Tree cannot be taken as a precedent for future approval as previous approvals were granted by previous legacy councils and not by Causeway Coast & Glens Borough Council. Alterations to existing Memorials/Trees will need to comply with this Policy.
2. To confirm that, from November 2015, only trees can be provided by members of the public to commemorate the memory of a loved one.
3. To provide a consistent approach to the provision of Memorial Trees.
4. To ensure the design and siting of Memorial Trees is consistent with the public interest, conserves the natural environment and cultural character of Council's Open Spaces.
5. To ensure that the placement of any Memorial Tree is proportionate to the surroundings and does not provide a safety risk now or in the future.

### **Operating Principles**

1. Memorial Trees will only be considered for planting in designated Open Spaces (see attached list of locations)
2. In locations where there will be several trees in the same area, no more than 50% of trees will be approved as Memorial sites. This is to prevent the area taking on the ambience of a dedicated memorial garden/space.
3. A small memorial plaque will be permitted and should be situated close to the base of the tree. It should measure no more than 25cm x 15 cm, be supported on a single post between 60cm and 1m above ground level. The inscription on the plaque is to be restricted to 'In The Memory of...' the name of the person with dates of birth and death. Wording such as 'Beloved wife and mother of..' will not be permitted.
4. To ensure installation is undertaken safely to the required standards, Council will provide and install all Memorial Trees and associated groundworks.
5. Memorial Trees and their siting which have a financial burden for Council will not be considered eg requiring regular pruning/cutting back
6. Council accepts no replacement liability for the Memorial Tree at the end of its life or if damaged through vandalism. Any replacement of Memorial Trees will be the responsibility of the original applicant and this process must follow the same application procedure within this policy. Applicants may wish to take out insurance against accidental damage or vandalism.

7. No additional mementoes, eg. statues, flowers, wreaths, vases etc will be permitted on or around the Memorial Tree.

### **Memorial Purchase Procedure**

1. Customer enquiries are provided with a copy of this policy along with an application form.
2. Completed form should be returned to *Environmental Services, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ.*
3. The allocated officer considers the request and subject to meeting the criteria will put before the Director for approval.
4. Approved requests will be notified to the customer and once payment has been received, the Memorial Tree will be purchased and installed by Council.
5. Unsuccessful requests will be notified to the customer along with the reason for their refusal.

## Causeway Coast and Glens Borough Council

### APPLICATION FOR APPROVAL TO PROVIDE/INSTALL AN OPEN SPACE MEMORIAL TREE

1. **Proposer:** (in Block Capitals)

Name: .....

Address:.....

Tel. No.: .....email address.....

2. **Proposed location**<sup>1</sup> for Memorial Tree and preferred species<sup>2</sup>:

.....

3. **Name of person** who is being commemorated

.....

Signed:.....

Date:.....

When completed this form and the required additional information should be returned to:

**Environmental Services, Causeway Coast & Glens Borough Council, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ**

<sup>1</sup> See attached approved locations

<sup>2</sup> Species of tree subject to approval

Causeway Coast & Glens Borough Council
For Official Use
CC&G BC reference:
Date Proposal Received:
Date of Response:

Estimated date of provision:
Date Memorial Tree planted:

## Permitted Locations For Memorial Trees

Armoy	Riverside Park
Ballycastle	Quay Road Playing Fields/Tow Path
Ballymoney	Riverside Park
Ballymoney	Drumaheglis Caravan Park
Ballymoney	Megaw Park
Ballymoney	Riada Playing Fields
Bushmills	Millennium Park
Coleraine	Anderson Park
Coleraine	Poorhouse Gardens
Coleraine	Christie Park
Coleraine	Rose Gardens
Coleraine	Cloonavin
Cushendall	Cottagewood
Dungiven	Environment Park
Kilrea	New Park
Limavady	Blackburn Park
Limavady	Benone Complex
Limavady	Swans Bridge
Limavady	Shanreagh Park
Portstewart	Flowerfield
Portstewart	Mullaghacall Park
Waterfoot	Around Main St Car Park