



**MINUTES of  
COMMUNITY SERVICES COMMITTEE  
23 MAY 2017**

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**PRESENT**

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor A T Cain
Councillors	E L Bamford, H M Bass, Mrs H E Elliott, R Pratt, CC, Mrs N G F Shaughnessy, Miss S White, M F L Durham, CC, A S Fluker, B S Beale MBE and Miss M R Lewis

**77. CHAIRMAN'S NOTICES**

The Chairman drew attention to the list of notices published on the back of the agenda.

**78. APOLOGY FOR ABSENCE AND SUBSTITUTION NOTICE**

An apology for absence was received from Councillor Mrs B D Harker. In accordance with notice duly given Councillor Miss M R Lewis was substituting for Councillor Mrs Harker.

**79. MINUTES OF THE LAST MEETING**

**RESOLVED** that the Minutes of the meeting of the Committee held on 11 April 2017 be approved and confirmed.

**80. DISCLOSURE OF INTEREST**

Councillor A S Fluker declared in the interest of openness and transparency that he was a Maldon Harbour Commissioner and was acquainted with the directors and owners of Landbreach Ltd, Caterelles Ltd and Topsail Charters Ltd.

**81. PUBLIC PARTICIPATION**

There was none.

## **82. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS**

The Chairman advised the Committee that he had no items to share under this Agenda Item.

The Director of Customers and Community read out a statement with regards to the travellers on the Elms Farm Park.

A minute's silence was held in respect of those hurt or killed in the attack in Manchester the previous night.

The Chairman advised that for future meetings he would be rewording this agenda item to Chairman's Announcements.

The Chairman said that he proposed to swap items 7 (Schools 3PR Topic Update) and 8 (Advice Services Contract Update) on the agenda as there were members of the public present who were interested in item 8.

## **83. ADVICE SERVICES CONTRACT UPDATE**

The Committee considered the report of the Director of Customers and Community on an update of the Advice Services Contract after year one of the three year contract.

The committee received a presentation from Martin Sayer and Peter Dollery of Maldon Citizen Advice (MCA) highlighting a number of successes achieved by the MCA. These included a significant increase in opening hours to the public, large increases in the numbers of residents receiving help from MCA, and a reduction in the proportion of MDC funding, which has reduced to 54% compared to over 90%

There was some discussion around the feedback that MCA receive from their clients, whether any extra external funding could be acquired through national profit generating organisations. The Committee were advised that British Gas did contribute £20,000 towards a project this help older residents stay warm during the winter.

It was requested that at future updates of the Advice Services Contract that the committee are presented with relevant accounts at that time.

**RESOLVED** that the report be noted.

## **84. SCHOOLS 3PR TOPIC UPDATE**

The Committee received a presentation from Nick Binder of South Essex Parking Partnership.

The Members commended the scheme and the Officer's hard work in getting it up and running and reiterated that schemes like this needed the support of the Council.

**85. CUSTOMERS AND COMMUNITIES DIRECTORATE**

The Committee received a presentation from the Director of Customers and Community on the organisational structure of the directorate.

**86. LEVEL ONE BUSINESS PLAN 2017 / 18 - DIRECTORATE OF CUSTOMERS AND COMMUNITY**

The Committee considered the report of the Director of Customers and Community.

**RESOLVED** that the part of the Business Plan for the Directorate of Customers and Community for 2017 / 18 be agreed.

**87. APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES / PANELS**

The Chairman read through the list of committees /panels in the report with Members confirming their interest to sit on a panel or remain on a panel.

<b>Body</b>	<b>Current Representative(s)</b>	<b>2017 / 18 Representative</b>
The Affordable Housing Delivery Board and Housing Services Board (Moat)	Councillors B S Beale MBE, Mrs B D Harker, R Pratt and N R Pudney  <i>Substitute: Not appointed</i>	Councillors B S Beale MBE, Mrs H E Elliott, Mrs B D Harker and R Pratt CC  <i>Substitute: Councillor R G Boyce MBE</i>
Brickhouse Farm Management Committee	Councillors A T Cain and Mrs B D Harker	Councillors A T Cain and Mrs B D Harker
Car Parking Task and Finish Working Group (Minute 588 – 17/11/15)	Councillors A T Cain, I E Dobson, M F L Durham, Mrs B D Harker, R Pratt and N R Pudney	Councillors M F L Durham CC, Mrs B D Harker and R Pratt, CC
Cemeteries Working Group	Councillor M F L Durham, R Pratt and N R Pudney	Councillor M F L Durham, Mrs H E Elliott and R Pratt, CC
Economic Prosperity and Tourism Working Group (Minute 974 -08/04/14)	Councillors M F L Durham, Mrs B D Harker, R Pratt and Miss S White  (plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)	Councillors M F L Durham CC, Mrs H E Elliott, Mrs B D Harker and Miss S White  (plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)

<b>Body</b>	<b>Current Representative(s)</b>	<b>2017 / 18 Representative</b>
Health and Wellbeing Partnership Group  (01/09/15)	Chairman and Vice-Chairman of the Community Services Committee  <i>Substitute: Leader of the Council</i>	Chairman and Vice-Chairman of the Community Services Committee  <i>Substitute: Leader of the Council</i>
Leisure Contract Task and Finish Group  (22/11/11 – Minute 481 refers)	Councillors M F L Durham, Miss M R Lewis and R Pratt  (plus representatives from the Finance & Corporate Services Committee)	Group Finished
Maldon Citizens Advice Bureau Liaison Committee	Councillors I E Dobson, R Pratt and one vacancy	Councillors R Pratt CC and <i>two vacancies</i>
Maldon District Museum Liaison Committee	Councillors M S Heard and Miss M R Lewis	Councillors E L Bamford and Mrs H E Elliott
Maldon and Blackwater Estuary Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Councillors E L Bamford and P G L Elliott</i>	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Not appointed</i>
Parish Clerk's Forum	Chairman of the Community Services Committee  <i>Substitute: Vice-Chairman of the Community Services Committee</i>	Chairman of the Community Services Committee  <i>Substitute: Vice-Chairman of the Community Services Committee</i>
Places for People Liaison Committee	Councillors M F L Durham and R Pratt  <i>Substitute: Councillor Mrs B D Harker</i>	Councillors M F L Durham, CC and R Pratt, CC  <i>Substitute: Councillor Mrs B D Harker</i>
River Crouch Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Councillors E L Bamford and P G L Elliott</i>	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees  <i>Substitutes: Not appointed</i>

Body	Current Representative(s)	2017 / 18 Representative
Strengthening Community Member Task and Finish Working Group (Minute 710 -17/12/15)	Councillors M F L Durham and R Pratt  (plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)  Councillor R Pratt (as Chairman of the Community Services Committee)	Councillors E L Bamford and R Pratt, CC  <i>(plus representatives from the            Finance &amp; Corporate Services            and Planning &amp; Licensing            Committees)</i>  1
Waste Contract Member Task and Finish Working Group  (14/04/14 – Minute 982 and 15/04/14 – Minute 1003 refer)	Councillor Mrs B D Harker (as Vice- Chairman of the Community Services Committee)  Councillors M F L Durham and Miss M R Lewis  (plus representatives from the Finance and Corporate Services Committee)	Group disbanded

**RESOLVED** that Members are appointed as representatives to the bodies as detailed above, for the ensuing municipal year.

## 88. MEMORIALS IN COUNCIL OWNED OPEN SPACES

The Committee considered the report of the Director of Customers and Community to propose a policy for the control and installation of memorials and commemorations in all Council owned Open Spaces including Cemeteries.

Councillor E L Bamford made a proposition to not adopt this policy, without the discussion of the Committee on the changes she had previously sent to the Officer. Councillor A T Cain duly seconded this proposition.

A discussion followed as to whether the Committee wanted to adopt this policy, and whether or not they felt some of the Officer’s suggestions for installations were viable.

The Director of Customers and Community suggested new wording for the recommendation (iii):

“Including criteria and conditions for implementing proposals”.

In response to the Chairman’s request, Councillor E L Bamford declined to withdraw her proposal in the event of the Committee being minded to agree the Director’s suggested new wording.

A vote was taken on the proposition in the name of Councillor Bamford and this was not agreed.

A vote was then taken on the report recommendations with the new wording included from the Director and this was agreed.

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<sup>1</sup> Minute No. 217 refers

## **RECOMMENDED**

- (i) that the draft Policy proposed (**APPENDIX 1**), including details of Memorial Benches, Trees, Plaques, Fixed Memorials, Memorabilia / tributes, and income considerations, be reviewed and approved to allow Officers and the Public clear guidance regarding Memorials in Council owned open spaces;
- (ii) that the Director of Customers and Community be authorised to prepare a further report outlining the need and suggested process required to challenge the occurrence of memorial tributes clearly outside of policies;
- (iii) that the Director of Customers and Community be authorised to investigate alternative / non-traditional options for memorial / legacy projects, and specifically in relation to the creation of an ongoing fund or foundation to support capital and revenue projects within the Council's Open Spaces, and prepare an options paper for a future meeting of this Committee, including criteria and conditions for implementing proposals.

## **89. MARKETS UPDATE**

The Committee considered the report of the Director of Customers and Community to update Members on the current arrangements for Markets within the District and to set out a proposal that deals with future market provisions.

It was brought to the attention of the Committee and the Officers that there had been complaints with regards to the music being played by a stall owner at the Burnham-on-Crouch market. The Officer advised that this was being looked into by the Environmental Services Team

Some discussion followed with regards to the income made by the Council from the Maldon market against what could potentially be made as used parking spaces.

The Director advised the Committee that the Council could accommodate more stall holders but that the problem is attracting them to a market in a car park at the back of the high street.

The Director then suggested a change of wording to recommendation (ii), which was agreed.

“That the Committee requests officers extend the existing arrangements for three months for a Maldon Market on a Thursday and a Saturday Market of three stalls and report back on the future viability of the provision.”

## **RESOLVED**

- i) that the Committee notes the update on Market provision;
- ii) That the Committee requests officers extend the existing arrangements for three months for a Maldon Market on a Thursday and a Saturday Market of three stalls and report back on the future viability of the provision.

- iii) that the Committee requests Officers tender for a two year contract for a Burnham-on-Crouch Market on a Tuesday;
- iv) that subject to (ii) above, Planning Permission is sought for the Maldon Market for the next two years in the Butt Lane Car Park on a Thursday and Saturday as detailed in the report;
- v) that subject to (iii) above, Planning Permission is sought for the Burnham-on-Crouch Market for the next two years in the High Street on a Tuesday as detailed in this report.

#### **90. MALDON HEALTH HUB PROJECT**

The Committee received the report of the Chief Executive updating the Committee on the progress of the Maldon Health Hub Project.

**RESOLVED** that the contents of the report are noted.

#### **91. PERMIT FOR SCHOOL PARENTS PARKING**

Further to Minute No. 1182 of the last meeting, the Committee received and noted a report on the following decision of the Finance and Corporate Services Committee at its meeting on 26 April 2017:

- (i) that the Finance and Corporate Services Committee support, in principle, a parking permit for parents of children attending Maldon schools;
- (ii) that the Director of Customers and Community be requested to work up the proposal for a parking permit for parents of children attending Maldon schools in consultation with Members of the Community Services Committee and this be brought forward to the July meeting of the Council for consideration.
- (iii) that the current informal arrangements for free use of the Council's car parks by parents to drop off and pick up school children be extended to end of July 2017.

There were some concerns raised over the above decision and Councillor B S Beale raised a point of order on the consideration of this matter. The Chairman ruled that it was appropriate for the Committee to receive this report.

#### **92. ANY OTHER ITEMS OF URGENT BUSINESS**

Councillor A T Cain requested that when the Carnival report comes forward to this Committee that the trustees are invited to attend.

#### **93. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it

involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

**94. WATERFRONT LEASES, MALDON**

The Committee received the report of the Director of Customers and Community, to seek extensions to several waterfront leases at Hythe Quay, Maldon, in preparation for the emerging Maldon and Heybridge Central Area Master Plan and Historic Waterfront Revival Projects. A map showing the location of the Kiosks was attached as Appendix 1 to the report.

**RESOLVED**

- (i) That the decisions taken by the Planning & Licensing and Finance & Corporate Services Committees in relation to various waterfront leases taken are noted;
- (ii) That the leases for Kiosk 1 and the Seafood Kiosk, as shown on the map at Appendix 1 to the report, are extended until December 2022 with an additional break clause inserted at year three, to be dealt with by Director of Resources under delegated powers.

There being no further items of business the Chairman closed the meeting at 9.45 pm.

R G BOYCE MBE  
CHAIRMAN

### Document Control Sheet

<b>Document title</b>	Memorials in Cemeteries, Parks and Open Spaces (Draft)
<b>Summary of purpose</b>	Guidance and protocols for the Management of memorials with MDC Cemeteries, Parks, and Open Spaces
<b>Prepared by</b>	Matt Wilson
<b>Status</b>	
<b>Version number</b>	V1.1
<b>Approved by</b>	
<b>Approval date</b>	
<b>Date of implementation</b>	January 2017
<b>Review frequency</b>	Annually
<b>Next review date</b>	December 2017
<b>Circulation</b>	Cemeteries service, Countryside & Coast Team, Funeral directors, publicly available.
<b>Published on the Council's website</b>	Yes

### Validity Statement

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.

# Memorials in Cemeteries, Parks and Open Spaces

## 1. Introduction

### 1.1 Purpose of the document

- The Council supports the needs and principles of allowing memorials in Cemeteries, Parks and Green Spaces but is mindful that these facilities have many uses and are enjoyed by a wide range of users and residents.
- The Council will ensure that the process is managed and regulated for the mutual benefit of all.
- Any application for a memorial must be submitted in writing and each will be assessed on the basis of appropriateness of location, appearance, style, size, visual impact on setting, and impact on other users of facilities.
- This policy and associated fees and charges will be annually reviewed and any proposed changes shall be submitted to Members for approval.
- This policy will be made available to the general public via the Website and on request

### 1.2 Our visions and objectives

The Council is seeking to ensure it is adopting a clear, measured and sympathetic approach to the management of its facilities which will take account of the sometimes contrasting needs of users.

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To be clear and easily understood by residents and users
- To ensure that the primary purpose of any proposed location for a memorial is not compromised and the high quality of their appearances are maintained
- To establish responsibility for maintenance, repair and replacement.

## 2. Background

Although guidance has been in place with regard to memorials in MDC cemeteries for a number of years, there has been no protocol in place for the rest of the Open Spaces within the ownership of the Council. As such, installation of benches and other memorials within such sites has been on a discretionary *ad hoc* basis. This policy seeks to resolve this situation.

### 3. Operation of policy

#### General arrangements

- Applications for installation of memorials, benches, trees in Council owned cemeteries, parks or open spaces shall be submitted in writing, by email or on the Remembrance Scheme leaflet.
- The Registered placing or burial of cremated human remains, or the scattering of human ashes can only take place in the Council's cemeteries in Maldon, Heybridge and Burnham-on-Crouch.
- The unregistered scattering of ashes in other MDC sites is subject to approval by the Council, which would not be unreasonably withheld.
- The Council does not permit the Registered placing or burial of pet. Neither the Registered scattering of pet ashes in any of its Cemeteries or public open spaces.
- For the avoidance of doubt, any memorial other than a headstone/kerbstone placed or planted within Council owned land is the property of the Council.
- Any memorial bench, tree or plaque should be paid for by the applicant prior to installation, and the location agreed in writing.
- The Council accepts no liability for damage or theft of any memorial bench, tree or plaque from vandals or third parties.
- The Council reserves the right to remove any memorials that are damaged beyond economical repair or that become dangerous.
- The Council accepts no replacement liability for a bench, tree or plaque which is considered by the Council to have passed beyond a safe use for purpose.
- It is the responsibility of an applicant to ensure that the Council is kept informed about their contact details. Should a bench or tree need replacing or a personalised plaque be removed, written contact will be made to the applicant's last known address.
- No memorial, tribute or memento such as vases, statues, solar lights, obelisks, flowers, wreaths, balloons or other ornamentation should be placed around a bench, tree or other location outside of a purchased formal burial plot. If this were to occur, the Council reserves the right to remove and dispose of any such the items after a 28 day period. Adhering to MDC Dimensions of Memorials, tributes within the purchased burial plot must not exceed a 3 feet maximum height.

#### 3.1 Memorial Benches

- The Council will limit the maximum number of memorial benches in the following key sites:
  - Maldon Cemetery
  - Heybridge Cemetery
  - Burnham-on-Crouch Cemetery

- Promenade Park, Maldon
- Riverside Park, Burnham-on-Crouch
- The location in which a bench can be placed will be determined by a map showing availability of plots.
- Where applications for Memorial benches are submitted for un-mapped areas (e.g. Sea Walls, community spaces etc.) benches will be positioned to maximise the benefit for all users of the space concerned, the prime purpose of the site, and in consideration of any future development.
- While the Council will try to locate a bench at the location requested or within a given site, this cannot be guaranteed. The Council reserves the right to refuse applications on this basis. There will be the capacity to Appeal the Refusal.
- Benches will be of a type, colour, and construction specified by the Council, to be in keeping with the intended location.
- All Bench installations will be undertaken by the Council, unless permission is granted by written consent
- Memorial benches have an expected minimum life of five years and will not be maintained by the Council. After this time the bench may need to be removed. Applicants will be given the option to replace the bench with a new one at full cost, if required, or to relinquish the site.

### 3.2 Memorial Trees

- The Council will limit the maximum number of individual memorial Trees in the following key sites:
  - Maldon Cemetery
  - Heybridge Cemetery
  - Burnham-on-Crouch Cemetery
  - Promenade Park, Maldon
  - Riverside Park, Burnham-on-Crouch
- Areas of memorial woodland will be identified and/or created where appropriate for mass planting of trees, such as occurs in the Maldon Cemetery Woodland Glades.
- The location in which a tree can be planted will be determined by a map showing availability of plots.
- Where applications for Memorial trees are submitted for un-mapped areas Trees will be positioned to maximise the benefit for all users, the prime purpose of the site, and in consideration of any future development.
- The Council encourages the planting of semi-mature native species. Any Individual tree planting application will be considered in the context of it's proposed setting. Woodland planting areas will be given an outline planting plan and suitable species mix identified for any given site/location.

- While the Council will try to locate a tree at the location requested or within a given site, this cannot be guaranteed. The Council reserves the right to refuse applications on this basis.
- All tree plantings will be installed by an MDC Officer with a support stake, guard, and (if appropriate) watering system. Guards will be removed once the tree has out-grown the need or three years after planting, whichever occurs earliest.
- Trees which fail within the first year of planting will be replaced on a one-time only basis at the Council's expense. Any further replacements will be at the expense of the applicant.
- The Council accepts no liability for any tree and all tree plantings (individual or woodlands) will be subject to a standard grounds maintenance regime for the site in which they are planted.
- Should a tree become diseased or damaged to the point of being unsafe, then
  - following appropriate assessment by a suitably qualified officer/professional
  - the Council reserves the right to remove any such tree without notification. Should this occur, all efforts will be made by officers to contact applicants/families.
- After 10 years from original planting date, the Council reserves the right to consider any tree as part of its general tree stock, and as such will subject to standard Arboricultural or Woodland management practices. These works will, in general, be implemented with no notification to applicants and may include (but not be limited to):
  - pruning
  - thinning
  - crown lift
  - limb removal
  - coppicing
  - pollarding
  - felling/removal.

Should this last be deemed necessary by a qualified officer/professional, all efforts will be made by officers to contact applicants/families to inform them of actions and justification, and to arrange a replacement planting if so desired at the cost of MDC.

### **3.3 Memorial Plaques**

- Memorial plaques are to be a maximum size of 7" (175mm) wide and 5" (75mm) high. Plaques shall be made of cast bronze and mounted on either an approved Hardwood plinth or the centre of the upper most lath of the back of the bench.

- Plastic plaques have been permitted in the Parkland and Garden of Remembrance areas in cemeteries. This practice will cease from 1<sup>st</sup> April 2017.
- Plaques are not permitted within woodland plantings or to be fixed to any tree.
- The inscription on any plaque is to be restricted to “In the memory of” the name of the person, recognition of public office (if appropriate) and the dates of birth and death. There should be no more than four lines of inscription on the plaques and the wording is subject to the approval of the Council.
- Any plaques that need to be removed due to damage/deterioration of plinths/benches, replacement of infrastructure, or justified operational need will:
  - In the case of cemetery plaques, be placed upon the Memorial Wall
  - In the case of other Open spaces, either to be returned to original applicant or held in safe storage until such time as an appropriate equivalent of a Memorial Wall is available for such relocation.
  - Any broken plaques will be removed and original applicant(s) contacted to be advised of such.

### 3.4 Fixed Memorials

- Memorial walls
  - Memorial walls are solely for the placing or relocation of plaques from within a given site
  - Plaques must meet approval criteria (see 3.3)
  - Plaques are to be affixed to any Memorial Wall in a uniform and ordered fashion
  - All plaque installations will be undertaken by the Council, unless permission is granted by written consent
- Columbaria
  - Columbaria will be used for the placing of cremated remains within our Cemeteries.
  - Plaques must meet approval criteria (see 3.3)
  - These plots will be offered for periods of 15 or 30 years.
  - Inscriptions will be available and ordered through MDC.
  - Once the validity expires on the Columbaria, MDC will reserve the right to scatter the ashes in their Cemetery if the applicant cannot be traced.
- Buildings and Installations

- No Plaques, memorials or tributes are to be affixed to any building, fixture, fitting or other installation without express written consent of Maldon District Council

### 3.5 Memorabilia & Tributes

- As stated in General Arrangements; no memorial, tribute or memento such as vases, statues, solar lights, obelisks, flowers, wreaths, balloons or other ornamentation should be placed around a bench, tree or other location outside of a purchased formal burial plot. If this were to occur, the Council reserves the right to remove and dispose of any such the items after a 28 day period.
- Burial plots are of the following dimensions:
  - Maximum size grave shall not normally\* exceed 6 feet 6 inches (1982mm) by 3 feet (915mm)  
\*in the case of an oversize coffin this size will be case specific
  - Burial plots for cremated remains are 24inches (610mm) by 28inches (711mm) and are designed to accommodate a maximum of two casket interments and dug at double depth on request.
- MDC Cemetery Regulations points 60 – 71 clearly prescribe permitted tributes within Cemeteries. The understanding of, and agreement with, these terms and conditions is assumed upon the purchase of any burial plot.

### 3.6 Income

- In order to maintain consistency of appearance, quality, and control over location, all benches and trees will be ordered and installed by Maldon District Council.
- The total cost of installation/planting is reviewed on an annual basis through the normal Fees & Charges budget setting process of the council. This cost will include purchase price, any required ground works/infrastructure, plus at least 10% overhead to ensure full cost recovery (covering staff time, labour, materials, transport and ongoing maintenance).

## 4. Monitoring and Reporting

Ongoing implementation, monitoring, and the annual review will be undertaken by the following officers:

Cemetery Manager – Richard Heard

- Cemetery Officer – Esme McCambridge

Countryside & Coast Manager – Matt Wilson

- Maintenance Officer – Steve Krolzig
- Parks & Countryside Supervisor – Paul Clark

## **5. Conclusion**

This Policy will provide guidance for both Officers and the general public ensuring that the process of applying for and managing memorials in Cemeteries, Parks and Green Spaces is clear, measured and sympathetic whilst being mindful that these facilities have many uses and are enjoyed by a wide range of users and residents.

DRAFT

**References:**

MDC Communities Services Committee report “*Memorials in Council owned open spaces*”, 24<sup>th</sup> May 2016

Maldon District Council, Cemeteries Service *Remembrance Scheme* (April 2015)

Maldon District Council, Cemeteries Service *Cemetery Regulations* (April 2010)

External documents referred to for Benchmarking:

Dacorum Borough Council “*Policy on Memorial benches, Trees and Shrubs within parks and Green Spaces*”

London Borough of Hackney “*Parks and Greens Spaces Memorial Policy*”

Rochford District Council “*Policy for Memorials in Parks and Open Spaces*”

Rushcliffe Borough Council “*Parks & Green Spaces Memorial Policy*”

Tendring District Council “*Memorial Tree Scheme*” & “*Memorial Bench Scheme*”

The Royal Parks “*Memorials in the Royal Parks*”

Essex Local Authority Web-based research:

*(Limited online Information)*

- Basildon Council
- Braintree District Council
- Brentwood Borough Council
- Castle Point Council
- Chelmsford City Council
- Colchester Borough Council
- Epping Forest District Council
- Harlow Council
- Uttlesford District Council

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