

Louth Town Council

HUBBARD'S HILLS POLICY

RE. MEMORIAL TREES AND PLAQUES

1. Introduction

Louth Town Council supports the needs and principles of allowing trees as memorials in Hubbard's Hills, but is also mindful that these facilities have many uses and are enjoyed by a wide range of people. The Council will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

2. Policy Aims

This policy has been produced with the following guiding principles:

- a. To be respectful, sympathetic and easily understood by customers.
- b. To balance the sometimes-contrasting needs of a variety of facility users.
- c. To maintain and enhance the appearance of Hubbard's Hills and not detract from its prime recreational purpose.
- d. To clearly establish the responsibility for maintenance, repair and replacement of memorials.
- e. To achieve full cost recovery by Louth Town Council for any memorials provided.

3. Sites Included

Only the area known as Hubbard's Hills in Louth is covered under this policy.

4. Rules and Management

- a. Applications for the planting of memorial trees should be made to the Town Clerk. They should include the name, address and contact details of the applicant, the name of the person to whom the memorial relates and a copy of their death certificate/cremation certificate.
- b. Applications will be approved at the discretion of the Town Clerk who will decide on the location the tree will be planted in, the size of the tree required and the species of tree (only native varieties allowed).
- c. The number of memorial trees allowed is dependent upon conditions in the Hills. Due to large numbers of existing trees and shrubbery and dependent on the level of demand, the planting of trees may not be possible at certain times.
- d. Approved trees will be planted during the autumn and winter planting season by the Council.
- e. The total cost of the tree, any tree guard required, and installation will be dependent on the size and site for the tree. All costs will be paid by the applicant, and these will include administration fees.
- f. Any costs must be paid (exclusive of VAT) prior to any purchase/planting.
- g. Louth Town Council will not accept responsibility or liability in respect of any damage to or loss of a memorial tree or tree guard.
- h. Louth Town Council will not allow plaques of any description to be placed on the guards of memorial trees or to be fixed to any tree or post.
- i. The Council reserves the right to re-site/remove any tree that is deemed to be unsafe.
- j. No flowers or similar memorials shall be permitted to mark the site at any time.
- k. The interment or scattering of human remains is not permitted.
- l. The interment or scattering of pet remains is not permitted.
- m. The Council will not grant permission for memorials to pets.
- n. A register of applications will be maintained and a certificate will be issued at the successful end of the process.
- o. Data is collected in accordance with the Council's General Privacy Notice, which can be viewed at www.louthtowncouncil.gov.uk

