

Memorial Trees, Benches & Plaque Policy

1. Introduction

The University of Kent supports the need and principle of allowing memorials in parks and green space areas, but is also mindful that these facilities have many uses and are enjoyed by a wide range of people. The University therefore ensures 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:

- To be respectful, sympathetic, and easily understood by customers
- To balance the sometimes contrasting needs of a variety of campus users
- To maintain and enhance the high quality appearance of our campuses grounds and not detract from their prime recreational purpose
- To clearly establish the responsibility for maintenance, repair and replacement of memorials
- To achieve full cost recovery for any memorials provided

3. Sites Included

Only the sites under direct management of the University of Kent will be subject to this policy.

The sites listed below are included within the policy, but further sites may be added in the future.

- Canterbury campus
- Medway campus (excluding those areas owned by the Chatham Historic Dockyard Trust)

4. Rules & Management

4.1 Memorial Benches

- 4.1.1** Memorials will be positioned to maximise the benefit and development of the site and the number of memorials in a particular area will be limited. However, the University will endeavour to accommodate the wishes of the applicants wherever possible
- 4.1.2** In order to maintain consistency of appearance, quality and control over location, all benches will be ordered and installed by the Commercial Services & Estates department.
- 4.1.3** The total cost of the installation of a memorial bench (including plaque) will be dependent on style appropriate for the site and will be paid by the applicant with a 10% donation to the University to cover labour and ongoing maintenance.
- 4.1.4** Commercial Services & Estates will maintain the bench in line with the current maintenance regime for benches. However, no replacement liability will be accepted at the end of the safe and/or useful life of the bench or if it is damaged through vandalism. Should the bench require replacement the family will be contacted and have the option to replace the bench at their own cost. If

the family cannot be contacted or they do not wish to replace the bench the plaque will be moved to the University's designated memorial area.

- 4.1.5 Each site has limited space to accommodate benches and the location will be subject to the Commercial Services and Estates department's final approval. Alternatively an option to refurbish or replace an existing non-memorial old bench with a new one may be offered subject to the condition of the existing bench.

4.2 Memorial Trees

- 4.2.1 The planting of memorial trees will only be permitted within Canterbury campus and Medway campus (excluding the Chatham Historic Dockyard Trust site) on land owned by the University of Kent and the number of trees permissible may be limited dependent on location and size.
- 4.2.2 The species of tree will be of a native variety and will be at the discretion of the Commercial Services & Estates department, in keeping with the University of Kent's Landscape and Biodiversity Strategy. Trees will be planted during the autumn and winter planting season. The applicant and family members may be present and assist if practicable and desired.
- 4.2.3 Due to the large number of existing trees and shrubbery, and dependent on the level of demand, the planting of trees may not be possible, alternatively the option of a plaque may be offered.
- 4.2.4 The total cost of the tree will be dependent on size appropriate for the site and will be paid by the applicant with a 10% donation to the Commercial Services & Estates department to cover labour, transport and maintenance.
- 4.2.5 The University will not accept responsibility or liability in respect of any damage to or loss of a memorial tree. All trees planted as a memorial should in the first year be maintained by the applicant to ensure its survival.

4.3 Memorial Plaques

- 4.3.1 Memorial plaques will only be permitted within the Canterbury campus and Medway campus (excluding the Chatham Historic Dockyard Trust site). They will be positioned to maximise the benefit and development of the site and the number of memorials in a particular area will be limited. Commercial Services & Estates will attempt to accommodate the wishes of the applicant's wherever possible.
- 4.3.2 In order to maintain consistency of appearance, quality and control over location, all plaques will be ordered and installed by the Commercial Services & Estates department.
- 4.3.3 The total cost of a memorial plaque and its installation will be dependent on the style appropriate for the site and will be paid for by the applicant.
- 4.3.4 Commercial Services & Estates will not be responsible for the ongoing maintenance of any plaque. The ongoing maintenance, replacement at the end of the useful life of the plaque or if it is damaged through vandalism will remain the responsibility of the applicant.

4.4 Other memorials

4.4.1 No flowers or similar memorials shall be permitted to mark the site at any time.

4.4.2 The University will not grant applications to scatter any human or animal ashes as the location sites are not consecrated ground.

5. University Obligations

5.1 The University reserves the right to:

- Decline a memorial application
- Move the location of the memorial
- Remove the memorial should the bench/plaque/tree become decayed or die

5.2 Should the memorial require maintenance, replacement or to be moved, the University will contact the original applicant however if they are unable to make contact final decisions regarding memorials will be made by the Director of Commercial Services & Estates.

For further information or consultation please contact the Commercial Services & Estates Customer Service team on 01227 816666 or via email estatescustomerservices@kent.ac.uk

Document review date

This policy will be reviewed annually by the External Spaces Team.

Version	Author	Description of Change	Date	Next Review Date
1	Chris Wright	Policy Created	18/10/2023	18/10/2024