



Policy on Memorial Seats in Reserves and Public Spaces

Category	Property and Commercial
Type	Policy
Policy Owner	Manager Open Space and Property
Approved by	
Last Approved Revision	New
Review Date	November 2019

Purpose

The objective of the policy is to provide direction on managing and processing applications from the public or organisations for the gifting and placement of seats in reserves and public spaces for the memorialisation of a person or event.

Organisational Scope

This is an organisation wide policy.

Definitions

Public Open Space This includes all parks, reserves, road sides, cemeteries, village greens, and other such land administered by Selwyn District Council

Significant or Notable Event An occurrence which has a high level of interest or importance to a large section of the community.

Serviceable Life The expected life of the seat before replacement is required due to its age and/or condition. These parameters are set in the Community Facilities Activity Management Plan.

Content

1. General

The Council will consider any application for a memorial seat to be included in a reserve or public open space under the care, control and management of the Selwyn District Council.

Applications will be referred to the Property and Commercial Department and will be considered on a case by case basis taking account of the merits of each application.

The memorialisation is for persons from the community or significant events and shall not be permitted for any other purpose.

The Council maintains the discretion to accept or reject any application for a memorial seat.

2. Seat Selection

The applicant may nominate a site for the seat's location which will be given consideration as part of an assessment process.

The preferred location will be determined in consideration of the following assessment criteria:

- Consistency with the landscape plan or reserve management plan for the site (as applicable).
- Sites which do not already have a sufficient number of benches to service the public requirements.
- A position where people are likely to make good use of the seat e.g. a likely stopping point such as a particular view or rest point on a path.
- A location that minimises future maintenance and vandalism and does not affect existing features such as planting and other structures.

The Reserve Committee or Township Committee will be consulted (where relevant) on the location of the seat to confirm suitability.

3. Memorial Seat Type

Generally the seat should be of a type as specified in the Council's Engineering Code of Practice – Landscape Section to ensure functionality and quality of furniture installed and to give some consistency.

Alternative seat designs or styles may be considered by Council on a case by case basis, for example, where it is necessary to fit with the character of a streetscape or reserve or where a higher standard of appearance or finish is required (e.g. high profile premier parks or town centre developments).

Seat types are required to meet certain criteria: of robust construction, fit for purpose, safe for public use and require minimal maintenance.

The seat should have a design life of no less than 20 years.

4. Memorial Plaques

A personalised memorial plaque may be installed on the seat subject to the following conditions:

- It is fixed to the top part of the back rest of the seat in a central position.
- The plaque is made from a robust and durable material (such as brass or stainless steel).
- The plaque is no larger than 100mm (height) x 200mm (length).
- The wording for the plaque must be brief and approval sought from Council prior to it being produced.
- Where the wording refers to a notable local person or event it will be passed on to the relevant Township or Reserve Committee for review prior to final approval.

5. Cost and Installation

The full cost of the memorial seat and any plaque affixed to it is the responsibility of the applicant. This includes the purchase of the seat and plaque and all installation costs.

The seat must be installed to Council's construction standards and is to be placed on a concrete pad or other hard surface pad (e.g. paving stones, asphalt) to enable ease of maintenance. The surface for the pad will be consistent with materials already used on the site.

The seat and plaque must be installed by a contractor(s) approved by Council.

Prior to installation of the seat, the location must be confirmed with Council staff on site. Council staff must be notified of the date when the installation work is to commence.

The plaque must be securely fixed to the seat to ensure it cannot be readily removed and in a way that does not adversely affect the comfort of the seat for users.

6. Maintenance, Care, and Removal

Once installed the seat will be treated as a Council asset and will be looked after and repaired as part of maintenance work programmes until the end of its serviceable life.

If a personalised memorial plaque is provided this will remain the responsibility of the applicant/donor. This includes replacement of or repairs to the plaque over the serviceable life of the seat it is attached to.

At the time when the seat requires replacement Council will consider if it is still required and, if so, will arrange a new seat to be installed as part of its renewal programme. If a plaque is present this will be relocated to the new seat.

At any time, Council reserves the right to remove the memorial seat, without referral or compensation, should the seat fall into disrepair, become vandalised or pose a risk to the public.

In situations where seats are permanently removed the Council will make all endeavours to advise the applicant/donor and to return any memorial plaque.

Council reserves the right to relocate the seat if unforeseen circumstances arise due to its location or setting.

The Council will maintain a register of all memorial seats in its asset management system.

Related Policies, Procedures and Forms

In administering this policy consideration will be made of the following:

- Council's Branding guidelines
- Relevant Reserve Management Plans
- SDC Engineering Code of Practice

Applicants will complete the attached form to maximise efficiency in resolving their request.

Contact for further information about this Policy

If you have queries about the content of this policy, contact Manager Open Space and Property

Keywords [For use in policy metadata]

Memorial, seat, plaque

Consultation [This will not appear in the published policy]

This policy has been discussed with relevant asset managers in the Assets Department. Most applications are likely to relate to recreation and road reserve spaces.

Implementation Process [This will not appear in the published policy]

All Policies, Procedures, Guidelines and Codes of Practice must include an implementation plan, which should respond to each of the following headings:

Person responsible	<i>Reserves Operations Manager in the first instance.</i>
Communication strategy	<i>The policy and procedure (application form) will be circulated to other departments for their information. The reserve maintenance contractor will be advised of the policy and provided the specification. Community Committees and the Community Board will be notified.</i>
Other Actions/tasks	<i>No. The application form will accommodate procedural requirements.</i>
Resources	<i>Supply and installation costs are the responsibility of the applicant. Council will cover all maintenance costs.</i>
Completion Date	