

Memorial & Other Benches Policy

Overview

That Perranzabuloe Parish Council implement a bench policy to standardise on recycled 'plastic wood' benches, with a 30 year guarantee, and 'natural wood' teak or oak benches with a 10 year guarantee to reduce ongoing maintenance and to facilitate a formal management regime. Further, that existing concrete with wood slat & rail benches to be repaired with recycled 'plastic wood'.

NB. 'Plastic wood' benches have an expected life-span of 50 years*, and 'natural wood' grade A teak benches an expected of life** of up to 15 years.

*Eco Plastic Wood

**Memorial Benches UK

Introduction

Perranzabuloe Parish Council receives occasional requests from members of the public who wish to place a memorial bench within a public open space. These are often places with which individuals or families have a particular connection or special relationship. There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.

The provision and management of all seats and benches on all public open spaces owned or managed by the Council is the responsibility of the Parish Council. This policy covers the provision of memorial benches in public open space which includes areas such as parks, other recreational land, and streets (subject to Cornwall Council's Highways Department).

In general most requests have been accommodated but procedures followed have varied over time, with decisions often being left to the discretion of the Parish Clerk. In most circumstances, 'donors' have purchased new benches, although in a few instances they have only purchased plaques to be fitted onto existing benches. This approach, although generally accommodating to the donor/applicant, has resulted in over provision and inappropriate siting of memorial benches in some areas, maintenance difficulties due to a wide range of bench styles being used, and ineffective recording of memorial bench information.

This policy recognises the need for a consistent approach to the provision of memorial benches in public open spaces. As resources available to the Parish Council to provide public services reduce, much more consideration of the level of infrastructure that can be provided and maintained is required. A rationalisation of the range and quality of infrastructure is also needed to avoid items which are onerous to maintain or have a poor life expectancy. In addition, opportunities to provide infrastructure for public benefit in different and new ways need to be maximised.

The policy therefore continues to welcome donations of suitable benches for appropriate locations in the public open spaces the Parish Council manages. The operating principles below will ensure that requests for memorial benches are responded to in a consistent, efficient and helpful manner. It will result in benches being purchased and installed in appropriate locations to ensure they are easy to maintain and not unduly prone to vandalism.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy, including fees, will be revised as necessary to meet changing circumstances.

Operating principles:

1. Only sites which do not already have a sufficient number of benches will be considered. This will be determined by any site specific management plans or by any working group with this designated responsibility.
2. Suitable locations within the Parish where people are likely to make good use of the bench will be considered. These will be areas which lack any seating nearby or are at a likely stopping point such as a particular view or rest point on a path. In addition, the location will be chosen to minimise maintenance and possible vandalism. Remote locations with poor access for maintenance and users will not be considered.
3. In locations where there will be several benches in the same area, no more than 80% will be offered as a placement for a memorial bench. This is to prevent the area taking on the ambience of a dedicated 'memorial garden' which may compromise the enjoyment of the space for general recreational activities.
4. A limited selection of suitable low maintenance standard designs for memorial benches will be available at a range of costs, the choice of

bench being dependent on the location. See Annex 1a Benches, and Annex 1b Memorial Plaques .

5. Occasionally a unique rather than standard bench design may be requested as a memorial. In these circumstances, details of the bench construction, materials and specifications will need to be submitted to the Parish Council for approval. On approval the bench would then be supplied to Council for installation in an agreed location. There is no guarantee that damage could be repaired and any costly repairs would be at the discretion and cost of the original applicant / bench donor.

6. The cost and life expectancy of the bench will depend on the type of bench and its location. To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque and surfacing in all cases. The donor's costs will include the bench, plaque, inscription, installation & surfacing, and, as the benches should require minimal maintenance, there will be a moderate 10 year 'up front' charge for this, included in the initial purchase price.

7. Retention of a memorial bench will be for the expected life period of the bench only, after which time it may be removed. Removed plaques will be offered to the original donor where practical. Any replacement bench on that site would be treated in the same way as a new memorial bench.

8. Where there is no space for an additional memorial bench, requests for placement of a memorial plaque on an existing Parish bench will be considered where the bench is in good condition and point 3 above has been assessed. As the bench has already been provided through public funds, a charge which includes a modest contribution towards the original purchase of the bench, plus the plaque and installation cost will be required. This will accommodate an applicant's wishes and ensure a fair contribution is made towards the provision of the bench as a personal memorial. The funds raised will be used for the repair or provision of other public benches. The same conditions on life expectancy and maintenance will apply to any existing benches as apply to new benches.

9. The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing built up algae and grime, removal of graffiti and repairing minor faults within resources available. There is a move away from regular painting as in the long term this proves more costly than just replacing the bench when it has reached the end of its natural life. The range of new benches has been chosen for durability without the need for regular painting or treatment.

10. Publicity on the Council website will provide information and an enquiry form for those interested in purchasing memorial benches. See Annex 2.

11. A standard written letter of agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form will be returned to the Council with payment in advance of the memorial bench being purchased & placed. See Annex 3.

Memorial bench purchase procedure

This procedure describes the process which will be followed from the first contact with the applicant / donor's enquiry to the last contact to inform them that their memorial bench is in place.

1. Applicant enquiries coming to the Parish Council are directed to the website to view the policy and download a memorial bench enquiry form as shown in Annex 3. If required, this information can be sent by post or e-mail to the applicant.

2. The applicant completes the enquiry form specifying a requested location, bench and plaque style, and sends this by e-mail or post to the Clerk. It is allocated to the appropriate working group for consideration and action.

3. The allocated working group considers the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate in this location. If the requested location is not suitable, the nearest alternative location will be offered.

4. The working group ensure that the requested bench and plaque size and style is suitable for the location and that the plaque text is clear and suitable for use on a public bench. Only approved bench styles will be used in situations as shown in Annex 1 and will be at the discretion of the Council for each specific site.

5. The allocated group contacts the applicant to confirm or discuss the details by phone. If an alternative location is required, a letter with a map to illustrate the alternative site being offered will be sent.

6. On agreement, a standard agreement letter is sent to the applicant to confirm arrangements and request payment / donation in full.

7. When payment / donation is received, the Clerk orders the memorial bench with plaque and inscription from the Council's nominated supplier, and schedules installation with a completion target of 2 months from receipt of payment / donation and bench from supplier. From this point, the ownership of the bench is with the Parish Council

8. The allocated group ensure the work has been carried out as specified, photographs the bench, and ensures all information is recorded in the asset management system for future reference.
9. The Clerk ensures a letter and photograph are sent to the donor to notify them that the bench is in place.

Annex 1a

Council styles and prices for installation of new memorial benches with plaques.

Standard Bench with back and arms - made of natural grade 'A' teak (or oak), with a minimum 10 year life-span guarantee.

Reference	Style	Approx size	Cost	Seat height
TSB2	2 seater	1200mm / 48"	£290	440mm
TSB3	3 seater	1800mm / 72"	£340	440mm
TSB4	4 seater	2400mm / 96"	£490	440mm

Standard Bench with back and arms - made of 'recycled plastic wood' (minimum 30 year life-span guarantee)

Reference	Style	Approx size	Cost	Seat height
RPSB3	3 seater	1800mm / 71"	£640	440mm
RPSB4	4 seater	2400mm / 96"	£880	440mm

Moulded Bench with back rails and slats (no arms) – made of 'recycled plastic wood' (minimum 30 year life-span guarantee)

Reference	Style	Approx size	Cost	Seat height
RPB3	3 seater	1800mm / 71"	£460	440mm
RPB4	4 seater	2400mm / 96"	£520	440mm

Basic Bench with slats (no back & no arms) – made of 'recycled plastic wood' (minimum 30 year life-span guarantee)

Reference	Style	Approx size	Cost	Seat height
Basic3	3 seater	1500mm / 60"	£340	400mm

NB All prices are valid for 2016 and may be subject to an annual review and possible change.



Standard Bench with back and arms - made of natural grade A teak (or oak), with a minimum 10 year life-span guarantee. 2, 3, and 4 seaters

Standard Bench with back and arms - made of 'recycled plastic wood', with a minimum 30 year life-span guarantee. 3, and 4 seaters, Brown, green, or multi-coloured (see below).



Standard Bench with back and arms - made of 'recycled plastic wood', with a minimum 30 year life-span guarantee. 3, and 4 seaters. Multi-coloured version.

Moulded Bench with back rails and slats (no arms) – made of 'recycled plastic wood' (minimum 30 year guarantee). 3, and 4 seaters. Brown, green, or multi-coloured





Basic Bench with slats (no back & no arms) – made of ‘recycled plastic wood’ (minimum 30 year guarantee). Brown, green, or multi-coloured.

Annex 1b

Council specification, and prices for installation of memorial plaques.

Plaques should be either bronze, stainless steel, or plastic, and will measure 5” x 2” (127mm x 51mm).

All text must be approved by the Council.

These will be mounted centrally on the topmost back rail, or on the back seat slat of a basic bench.

Plaques are included with the prices shown in Annex 1a.

A photograph of the new bench and plaque will be sent to the donor.

Plaques provided by the donor direct, for fitting on their new donated bench, must comply with the specification above, and be received by the council prior to bench installation.

Plaques provided by a donor, to replace a missing, or damaged plaque, on a bench previously donated by them will be subject to a contribution of £50 (2016) towards the cost of fitting by the council, and photographic evidence of such.

Plaques provided by a donor, to be fitted to an existing council bench, should comply with the specification above, and will be subject to a contribution of £100 (2016) towards the cost of the bench, its maintenance, fitting of the plaque, and photographic evidence.

Plaques can be purchased through the council to be fitted to a council bench for a donation of £150 (2016) towards the plaque and inscription, the bench, maintenance, and the fitting service and photo.

Annex 2

Memorial Bench Purchase Enquiry Form

Please complete and return to: The Clerk, Perranzabuloe Parish Council, Ponsmere Valley, Perranporth, TR6 0DB
(Pre-printed forms are available from the same address on request)

Section A: your contact details

(Please supply your contact details below)

Name

Address

Telephone numbers

E-mail

Section B: choice of memorial bench and preferred location

(Please tick the bench you want to purchase below)

Description	Size	Tick Here	Preferred colour(s)	Preferred Location(s)
Std Teak / Oak Bench	2 seater		natural	
Std Teak / Oak Bench	3 seater		natural	
Std Teak / Oak Bench	4 seater		natural	
Std Plastic Wood	3 seater			
Std Plastic Wood	4 seater			
Moulded Plastic	3 seater			
Moulded Plastic	4 seater			
Basic plastic bench	3 seater			

Plastic colours: Brown, Green, Multi-coloured

Locations: Droskyn Cliff area, Inner Green, Firestation Triangle, Bolenna Playing Fields, Goonhavern Park, Ponsmere Valley / Bolingey River embankment (basic benches only), near Perranporth School on Liskey Hill

road, paths towards Cligga, some pavement areas, Goonhavern Park, spots with a particular view, a suitable point on the proposed footpath by the golf course up to Perran Sands, and other suitable rest points on paths.

To assist identifying ideal location, please give grid references, include a photograph(s), and/or a full description.

Section C: memorial plaque details

Please print (in capital LETTERS) the name & the full inscription, line by line, below – **this layout will not be printed** - include instructions such as ‘centered’ and/or ‘italics’ and/or ‘bold’ and typeface (Arial typeface is standard but a limited number of other fonts are possible – you will be advised if there is a problem)

Example

JOHN SMITH, 1949 – 2012	(Arial) (bold, capitals, centred)
HE ALWAYS LOVED THIS VIEW	(Mixed Case, Normal, Centred)
FROM HIS LONG SUFFERING WIFE	(lower case, centred)
AND WONDERFUL CHILDREN	(lower case, centred)
‘NEVER TO BE FORGOTTEN’	(Mixed Case, Italics, Centred)

Please write the full inscription again below, as you would like to see it. (The engraver/printer will advise you if they have any concerns, and will provide a ‘proof’ for your confirmation if necessary)

--

Example

JOHN SMITH, 1949 – 2012 He Always Loved This View from his long suffering wife and wonderful children <i>‘Never To Be Forgotten’</i>

Please choose / specify the plaque material and colour

	Tick	Plaque Colour	Text Colour
Brass / Bronze		n/a	n/a
Stainless Steel		n/a	n/a
Plastic			

Annex 3

Form of Agreement for a Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench

Memorial Agreement between Perranzabuloe Parish Council and (name & address below)

(delete whichever is appropriate*)

This letter sets out the agreement regarding the donation (purchase) of a new memorial bench, situated at the location stated below, and marked on the attached map.

Location:

And a memorial plaque (detailed below) to be placed on the new memorial bench as specified above.

Material: Inscription:

(delete whichever is appropriate*)

This letter sets out the agreement regarding the donation (purchase) of a memorial plaque (detailed below) to be placed on an existing council bench (possibly alongside other plaques), situated at the location stated below, and marked on the attached map.

Location:

The council bench will carry a memorial plaque detailed below:

Material:
Inscription:

You, the donor,

Name:

Will donate the sum of

£

(delete whichever is appropriate*)

Being the full cost of the installation on site of the bench & plaque.

(delete whichever is appropriate*)

Being the cost of the installation of the plaque and a contribution to the cost of the bench.

The Council will place the bench / plaque in the agreed location within two months of receiving cleared funds, as well as the plaque and/or memorial bench. The Council will be responsible for the bench for the period of its natural life (approximately 10 to 15 years if teak, or 30 to 50 years if plastic). Once the bench has reached the end of its natural life, the bench and plaque may be removed. The council will then contact you, the donor, offering to return the plaque to you, or giving you the opportunity to purchase / donate another bench to replace the removed bench. Please keep the council advised of your contact details, giving reference to your memorial bench. If the council is unable to contact you, the plaque will be disposed of. The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my payment.

Enclosed	£
Signed	

Contact Telephone Number(s)	
Contact Address	

POLICY – Terms & Conditions

1. All applications for memorial benches should be completed on the official request form and be signed by the applicant.
2. All memorial benches should be paid for by the applicant as a donation.
3. All fees to cover the plot, installation, & maintenance is due to the Council prior to installation.
4. The Parish Council may limit the number of memorial benches in particular areas.
5. The Parish Council will notify the applicant in the event that the memorial bench is damaged, beyond normal wear and tear. The applicant should ensure that the Parish council is in possession of current contact details
6. The Parish Council reserves the right to remove any memorial bench that has been damaged and is in the view of the Parish beyond economical repair, or dangerous, or has not been repaired within 4 weeks of the notification referred to in T&C 5 above.
7. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties, or whilst the Parish Council carries out routine maintenance.
8. Benches will be of the type specified by the Parish Council to be in keeping with the intended location.
9. Memorial plaques fitted to benches to be a maximum size of 127mm x 51mm (5" x 2") and shall fit in the centre of the upper most lath of the back of the bench.
10. The Parish Council will maintain memorial benches in line with the current maintenance regime.
11. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench at that time. Any replacements of benches or plaques will be the responsibility of the original applicant.
12. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.