



# BODMIN TOWN COUNCIL

## POLICY: Memorial Bench & Parkland Bench Policy

### APPROVAL:

	Date	Minute Reference
Approved by Policy Committee:		
Adopted by Full Council:		
Next Review Date:		

### REVISION SUMMARY:

Revision Date	New Version Number	Summary of Changes



## 1. INTRODUCTION

Bodmin Town Council aims to ensure a clear, structured, and sympathetic approach to the management of memorialisation to parishioners on land that it owns. This also needs to account for the sometimes-contrasting needs of a variety of users. This policy also seeks to ensure that memorial benches are installed which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location. This policy will establish responsibility for maintenance, repair, and replacement.

Bodmin Town Council will only offer memorial benches across the three council cemeteries

- The Old Cemetery
- New cemetery
- Beacon View cemetery (Subject to development)

BTC will consider applications for benches on other areas of Town Council land but only under exceptional circumstances, this will be decided by full council. Location of park benches in other areas not specified by the policy will be reviewed on a case-by-case basis by council, as exceptional circumstances.

Any applications or queries on memorialisation should be made to the Town Clerk at [Peter.martin@bodmin.gov.uk](mailto:Peter.martin@bodmin.gov.uk)

## 2. APPLICATION PROCESS FOR MEMORIAL BENCHES

In the first instance, the applicant should read this policy and then contact the clerk for an application form.

The clerk will present the application to a meeting of Full Council at the next council meeting for consideration of approval. Bodmin Town Council councillors may have further questions of the applicant before approval can be given; best attempts will be made not to prolong the decision-making process.

## 3. CONDITIONS FOR MEMORIAL BENCHES

- Bodmin Town Council will maintain the bench in line with the manufacture's recommendations and maintains the right to remove it if deemed necessary without replacement.
- Applicant should ensure that Bodmin Town Council is always in possession of current contact details
- The rights to the placement of the bench remain those of the applicant and cannot be passed to others unless specifically agreed by Bodmin Town Council and the applicant
- Person being memorialised must have been a resident of Bodmin – exceptions on a case-by-case basis
- Applicant is required to pay for bench, plaque, and all installation costs



- Method of installation to be agreed by Bodmin Town Council, e.g., concrete foundation
- Contractor installing the bench must be approved by Bodmin Town Council, before any work can be carried out the contractor must provide insurance details and risk assessments.
- Bench style/colour to be approved by Bodmin Town Council; must be in-keeping with the area (see Specification)
- Bench plaques to be maximum size: 175mm x 75mm in the centre, upper most bench slat
- Plaque inscription to be approved by Bodmin Council; Bodmin Town Council reserves the right to refuse applications on this basis
- Bodmin Town Council will not grant applications for memorial benches to pets
- Bodmin Town Council will limit the number of benches in some areas: final decision by council
- Location/position to be chosen to maximise the benefit and development of the town
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.
- Applicants can choose a bench from specification attached.

#### **4. ONGOING MAINTENANCE OF MEMORIAL BENCHES**

4.1 Bodmin Town Council will contact the applicant if the bench is damaged or beyond repair

4.2 Damage to bench must be resolved by the applicant with no cost attributed to Bodmin Town Council

4.3 Bodmin Town Council reserves the right to remove a bench if:

- In the view of Town Clerk, Estates Manager, or council, it is deemed to be beyond economical repair (s)
- If the bench is deemed to be dangerous or a risk to the public, we will carry out action such as remove or dispose and recover all associated costs and then look to recover the costs – this could result in the bench being removed immediately and not necessarily stored or kept by the council.

4.4 Bodmin Town Council accepts no replacement liability for the bench or plaque at the end of its life and will dispose of any such bench

4.5 If a damaged bench is removed, Bodmin Town Council will offer the applicant the option to place a new bench; if the applicant cannot be contacted using the provided contact details, after a period of 3 months Bodmin Council reserves the right to offer the bench place to another applicant.



## **5. TREE AND SHRUB MEMORIALS**

5.1 Bodmin Town Council regrets that no tree or shrub memorials are permitted.

5.2 Unauthorised placement of trees or shrubs on Bodmin Town Council land may result in them being removed without prejudice or liability of any kind.

## **6. OTHER TYPES OF MEMORIAL**

6.1 Bodmin Town Council regrets, but no other type of memorial other than those listed above will be considered for installation on Bodmin Town Council land.

## **PARKLAND BENCHES**

The Purpose of this policy is to establish a process and specification for the provision of parkland benches.

Existing benches throughout the Town Councils estate Will be replaced if the Estates manager deems the replacement to be a viable option.

If council wish to place extra benches on Town Council land, they should formally write to the Town Clerk this, can they be passed on to the relevant officer and report can be produced for the relevant Committee or Full Council to consider.

## **SUPPLIERS**

Bodmin Town Council use two different suppliers for their street furniture

- Broxap
- Wybone

All prices noted below are subject to change



## **PRIORY PARK / MEMORIAL BENCH SPECIFICATION**

To keep with be in keeping with the Victorian Heritage of Priory Park traditional style Park Benches are preferred. The two benches listed below are also the specification for memorial benches.

### **Riverside Bench supplied by Broxap**

Cast iron armless seat with thirteen hardwood Iroko slats planed and sanded finish as standard. Length: 1800mm Width: 733mm Height: 875mm supplied with ground bolts.



### **Lakeside Bench Supplied by Broxap**

Cast iron framed seat Eleven hardwood slats as standard 1800mm long x 605mm wide x 840mm high including ground anchor bolts.



## **PARKS AND OPEN SPACES BENCH SPECIFICATION**



The above benches can be used across the rest of the BTC estate. However, some other options are.

### **Roslin Steel Framed Timber Seat**

Length 1800mm Width 610mm Height 860mm including fixing bolts



### **Lakeside 'Anti Vandal' Seat**

Robust Cast iron framed seat featuring mild steel slats





## Bodmin Town Council

### Application for a memorial bench

Date of Application	
Applicant Full Name	
Address	
Email	
Telephone Number	
(Please notify us of any change of address so we can contact if we need to)	
Name of person for dedication	
Inscription for the plaque	
Preferred location of the bench (If the area is not one of the three listed in the policy please state why)	

Please also submit any other supporting documentation that you feel is relevant e.g., photos,  
Data Protection Act: In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support