

PADSTOW TOWN COUNCIL

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Memorials Policy

Adopted by Padstow Town Council on 6th November 2012

It is the policy of Padstow Town Council to accept donations for the purpose of planting trees, shrubs (referred to as memorials) within Wheal Jubilee Parc & Padstow Cemetery to memorialise a departed family member or friend, subject to availability of space.

All donations shall be in compliance with the following:

- No applications will be considered for bench memorials as the Council feel that there is no further space available for the siting of further benches in the parish
- Memorial donations will be accepted only for the purpose of placing, purchasing and planting trees and shrubs,
- Memorials shall be self supporting e.g. all costs related to a memorial shall be at the expense of a donor(s), including installation, repair or replacement, if necessary;
- Memorials shall remain the property of the Council and legal ownership of a donated tree, shrub remains with the Council;
- No flowers/wreaths will be permitted to be placed on memorial trees/shrubs or benches at any time and no ashes can be buried alongside memorial trees. Anything placed on memorials will be removed and disposed of without reference to the owner.

Types of Tree/Shrub and Locations

The Council will provide potential donors with a list of tree species etc for memorial use to select their memorial from. The exact location of the siting of the memorial will be decided on by the Council – whilst the Council tries to locate a tree at a requested location this cannot be guaranteed. All planting will be carried out by Council staff.

Plaques - Memorial donations will be recognised by use of a memorial plaque which will be placed near the donated tree(s). Standard memorial plaques shall be used to promote consistency -size – maximum 17.5cm wide x 7.5mm (7" x 3") high on stainless steel with plaque wording approved by the Council. No structures or planting around the memorial will be permitted.

Ceremonies A ceremony or gathering at the time of a memorial dedication is permitted, but must be arranged in advance with the Council;

Trees/Shrubs - The Council does not guarantee tree or shrub survivability. Trees and shrubs are planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.

Records - The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised tree location and type of tree etc;

The Council's decision in all matters relating to memorial donations is final.

Maintenance and replacement of sponsored trees

- The Council monitor and carry out routine maintenance on newly planted trees(watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the trees will be included within the Council's routine tree maintenance programme.
- For the first 3 years the Council will replace a tree in the unlikely event that it fails to establish and dies.
- For the first 3 years the Council will replace a tree if it suffers irreparable damage from vandalism providing replacement is practicable.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and plant a replacement tree in an appropriate location.

Maintenance of sponsored shrubs

- The Council monitor and carry out routine maintenance on planted shrubs (watering, mulching, and feeding) within the Council's routine maintenance programme to ensure their satisfactory establishment.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and we would plant a replacement tree in an appropriate location.

Maintenance of existing memorial benches

- The Council monitor and carry out routine maintenance on memorial benches within the Council's routine maintenance programme.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the bench if deemed necessary either by it's falling into disrepair or placing it in an alternative appropriate location.
- Should a bench become unsightly or unsafe the Council will notify the donor at the last known address to advise of its intention to remove the bench – if no response is received within 2 weeks the bench will be removed. In cases where the bench is a health and safety hazard it will

be removed immediately and you will be notified. Any memorial plaque will be returned to you if the memorial is removed.

- In the event of damage by vandalism if the Council is unable to recover the insurance excess Council reserves the right not to replace the bench or to offer the sponsor the opportunity to pay the excess in order to facilitate a replacement.
- If any alteration or addition is required to a memorial bench plaque the Council will agree the wording and arrange for the replacement plaque to be installed. The cost of the plaque along with a £20 plus VAT administration fee will be invoiced to the owner.

Approximate costings for memorial trees/plaques

- Trees/Shrubs – price will be cost price to include tree post and delivery plus £20 plus VAT for planting and upkeep.
- Memorial plaques - All plaques will be stainless steel with no more than 35 words – the **approximate** cost will be £50 plus Vat – actual cost to be confirmed with the manufacturer. A £20 plus VAT administration fee will be charged for any addition/update to existing plaques.

All memorials must be paid for in full prior to their installation.

Please note all prices are exclusive of VAT

Please complete the attached form and return it to the Council who will confirm the price and other relevant details in writing. The Council will order and take delivery of your chosen memorial. Installation undertaken by staff is included in the cost –if you wish to be present when tree/shrub is planted please note this on your application form.

If you have any queries about the plaques or scheme, please email enquiries@padstow-tc.gov.uk or call on 01841 532296