

PADSTOW TOWN COUNCIL



PADSTOW PARISH MEMORIAL BENCHES Application For Replacement Bench

In accordance with Padstow Town Council's Memorial Bench Policy, the Town Council will consider applications to replace existing memorial benches which have become unsafe or are in a poor state of repair. To make an application, please complete this form **in full** and return it by email to enquiries@padstow-tc.gov.uk or by post to the Council Offices using the address below.

Please note, applications for new memorial benches will not be considered due to a lack of suitable space on Town Council land.

Section 1: Applicant Details

Name (Mr/Mrs/Miss/Ms) _____

Address _____

_____ Postcode _____

Telephone _____ **Email** _____

Section 2: Details of Request

Memorial Location Stile Field Padstow Cemetery North Quay
 Camel Trail Entrance Rocky Beach, Trevone
 Other, please specify _____

Name of person/s commemorated on bench plaque

Are you the original donor? Yes No

If "No" who is the original donor

What is your relationship to the original donor and why are they not applying

Section 3: Replacement Benches

Approved replacement model:

The approved model for replacement benches is a Phoenix Recycled Material Seat, 1790mm in length, with brown Enviropol slats (pictured right). No alternatives will be considered. Should this model no longer be available, an alternative will be sourced as per the Council's Memorial Bench Policy and you will be advised of this prior to the bench's purchase.



The purchase and installation of replacement benches will be undertaken by Town Council employees.

Timescales: An estimated timescale for the installation of a replacement bench is 12 weeks. The Town Council is unable to guarantee an exact date as supplier delivery, work schedules, weather and unexpected circumstances will affect this. We will aim to keep you updated on progress and you will be notified once complete.

Section 4: Donation Fees and Charges

Please **do not send cash or cheques** with your application because exact costs are dependent on both the bench's location and costs from suppliers.

The Council aims to confirm costs within 10 working days of receiving your application. Once confirmed, you will be asked if you would like to proceed, at which point payment will become due.

The donation sum will be broken down into the following categories:

Item	£	Final £ [Office Use Only]
Bench	£585	
Fixings & finishings	£nil-35.72	
1 x Memorial plaque [if required]	£39.20	
Installation	£60-120	
Maintenance [to cover a period of 15 years]	£300	
Administration	£30	
Additional memorial plaque, max 3 per bench [if required]	£39.20 plus £30 for installation/administration	
Return of old memorial plaque removed from a bench [if required]	£5	
Permission from another landowner [if required]	£TBC	
[Office Use Only] TOTAL donation sum:		
Date of BACS Payment OR Receipt No for cash/cheque:		

Please refer to the appended Memorial Bench Fees and Charges for full details and the definition of each fee/charge.

Section 5: Replacement Benches - Terms & Conditions

The following Terms and Conditions are an extract from the Padstow Town Council Memorial Bench Policy which applicants should read in full before applying for a replacement bench. By applying, you are agreeing to the terms and conditions set out below and the full Memorial Bench Policy.

4 Replacement Benches – Terms and Conditions

- 4.1 All applications for replacement memorial benches must be completed using the official request form and be signed by the Donor.
- 4.2 A donation sum is payable upon approval of the submitted application form and will include:
- a) the cost of the bench;
 - b) the cost of any fixings and finishing's (type and cost dependant on bench location);
 - c) the cost of one memorial plaque;
 - d) the installation fee;
 - e) a maintenance fee covering a defined period [see 4.5]; and
 - f) an administration fee.

A current list of fees and charges can be found in appendix 1.

- 4.3 The purchase of the bench and its installation will be undertaken by Town Council employees. Once installed, the memorial bench will become the property of the Town Council.
- 4.4 New memorial benches must be made of recycled material resembling wood. For consistency they must be of a single design which also compliments any wooden benches which remain. The approved bench is a Phoenix Recycled Material Seat, 1790mm in length and with brown Enviropol slats, however, should this bench no longer be available an alternative as per 4.4. will be sourced
- 4.5 It is expected that a memorial bench of recycled material will have a serviceable life of at least 15 years. The Town Council will therefore maintain the bench for an initial period of 15 years and the maintenance fee paid by the donor will contribute to this cost.
- 4.6 The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available.
- 4.7 After a period of 15 years the Town Council will contact the donors of the bench to ascertain the future of the bench, being either:
- a) Removal of the bench and the return of any plaque to the donor or their family;
 - b) Renewal of the bench, subject to the original donor purchasing a new bench (if required);
 - c) Retention of the bench in its current position if it remains in a serviceable position and subject to a donation from the original donor for further maintenance as defined in 4.6 above.

Where attempts to contact the donor fail, or where the donor fails to respond

Section 5: Replacement Benches - Terms & Conditions Continued...

within 4 weeks of being contacted, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's rededication by another donor.

- 4.8 The Town Council accepts no liability for damage to any memorial bench from vandals or third parties.
- 4.9 If, during the period of 15 years a memorial bench sustains damage and the Town Clerk, in consultation with relevant staff members, considers its condition to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the donor to discuss with them the cost of replacing the bench or its parts. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.
- 4.10 Where, in respect of 4.9 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor. No further attempts to contact the donor will be made after 4 weeks.
- 4.11 Where, in respect of 4.9 above, the donor does not wish to meet any repair or replacement costs, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor.

Declaration of Acceptance: [please tick the box below, sign and date]

I confirm I have read and understood the Padstow Town Council Memorial Bench Policy including the Replacement Bench Terms and Conditions. I understand that my contact details will be held on file and used for correspondence relating to my memorial bench now and in the future.

Signed _____ **Date** _____

Privacy Statement: Personal data will only be used for the purpose of complying with the Council's procedures in respect of memorial benches. To view Padstow Town Council's General Privacy Notice please visit www.padstow-tc.gov.uk or contact the Padstow Town Council Offices for a copy.

PADSTOW TOWN COUNCIL

Council Offices, Station House
Station Road

Padstow

Cornwall, PL28 8DA

Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk

Website: www.padstow-tc.gov.uk

[office use only]

Plaque Required: Y / N	Form completed: Y / N
Landowner Permission Required: Y / N	
Received: Y / N	Fee Applicable: Y / N
Bench No:	
Bench Purchase Order No:	Officer:

PADSTOW TOWN COUNCIL



Memorial Bench Fees And Charges 2022

Where possible, any changes to memorial bench fees and charges will be made during the regular review of this policy. However, charges which are a direct re-charge of purchasable goods or services remain subject to change.

Fees are payable in advance. The total donation fee will be confirmed upon receipt of a completed Replacement Bench Request Form or Memorial Plaque Request Form.

REPLACEMENT BENCHES

The fees given below relate to benches on Town Council land. Where permission from another landowner is required [policy paragraph 1.4] additional fees and charges may be applied by the landowner.

Permitted Bench

The bench listed below is the only permitted memorial bench. Should this bench no longer be available, an alternative will be sourced in accordance with policy paragraph 4.4. You will be notified of any difference in costs prior to purchase.

1	Bench: Phoenix Recycled Material Seat Length: 1790mm Slats: Brown Enviropol	£531.00
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Bench Fixings

The type of fixings required will be determined by employees of the Town Council and depend on the bench's location. The fixings listed below are not exhaustive and additional fees could apply.

2	Concrete surface fixing bolts [typical of most locations]	£nil
3	Paving slab fixing	£14.72
4	Below-ground anchor fixing	£48.90
5	Adjustable depth concrete-in fixing	£35.72

Installation Fee

An installation fee applies to all replacement benches. This fee is inclusive of the removal and disposal of the old bench. If the location of the replacement bench is such that additional team members are required to assist in the removal or replacement of the bench, and/or requires the bench to be assembled after delivery, an Installation Surcharge will be applicable.

6	Standard installation including removal of old bench	£60.00
7	Installation surcharge as defined above	£60.00

Maintenance Contribution

The Town Council will maintain a bench for an initial period of 15 years [policy paragraph 4.5], the maintenance fee listed below will contribute to this cost.

The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available [policy paragraph 4.6]. This does not extend to damage or replacement parts [policy paragraph 4.9].

8	Maintenance contribution to cover whole 15 year period	£300.00
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MEMORIAL PLAQUES

The plaque detailed below is the only style of memorial plaque permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench [policy paragraph 5.2]. A maximum of 3 plaques are permitted per memorial bench [policy paragraph 5.3].

9	Replacement/additional memorial plaque: Stainless steel Size: 125mm wide x 75mm high Fixing: 4 fixing holes Lettering: Black infill Words: maximum 35	£39.20
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ADMINISTRATIVE FEES

10	Replacement bench administration fee	£30.00
11	Replacement memorial plaque administration and installation fee *not applicable if replacing bench at same time	£30.00
12	Additional memorial plaque administration and installation fee	£30.00
13	Return of memorial plaque removed from a bench	£5.00