



Hayle Town Council **Memorial Benches, Trees and Shrubs Policy**

Hayle Town Council acknowledges that the dedication of a bench, tree or shrub to a loved one is a tradition which many wish to continue. However, the Council is mindful that the areas where these memorials can be placed are enjoyed by a wide range of people and so need to ensure that the issue is managed and regulated for the benefit of all.

The content of this policy will be revised as necessary to meet the changing circumstances, fashion and trends. The Policy will be reviewed annually and proposed amendments submitted to the Council for approval.

Objectives

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its green spaces and the policy is in place so that only memorial benches, trees and shrubs are erected which are instigated by the next of kin or the executors and in agreement with the Council and that benches have a common appearance, style and size which are appropriate for that location and that will not cause offence to others.

Process

1. Applicants may apply for a memorial bench, tree or shrub to be installed on Council controlled land by using the application form.
2. The application form will be acknowledged by the Council and may go into a waiting list depending on demand.
3. The Council will notify the applicant of the cost of the memorial along with the on-going cost of maintenance.
4. Benches as a rule will need to be placed on a concrete base but installation will be undertaken by the Council and will be included within the price.
5. Memorial plaques need to be fitted to the center of the uppermost lath of the back of the bench, manufactured from stainless steel or brass and no bigger than 100 mm long by 65mm high in order to fit to the lath. These can be arranged by the Council but at extra cost. All plaques will be fitted by the Council.
6. The Council will agree to maintain the bench for a maximum of 15 years after placement and this is included in the overall price for the bench. After that time, the Council has the right to remove or refurbish the bench as they see fit and the plaque will be removed and kept for collection at the Council offices. The original applicants can choose to renew the

agreement with the Council by contacting the Council and making further payments for maintenance of the bench.

7. The charge for trees or shrubs will be calculated at the time of the request and will include the cost of a plaque and its fitting.
8. No additional mementoes e.g. statues, flowers, wreaths, vases etc. will be permitted on or around the benches, trees or shrubs.
9. Any maintenance by a third party after the initial installation of the bench must be in strict agreement with the Council.
10. Should there already be sufficient benches, trees or shrubs in the location of the applicant's first choice, the applicant may be offered an alternative location.

Costs

Type of seat	Cost
Georgian 1800 (New)	£750
Delivery	£150
Stainless fixings	£25
Installation	£250
15 years maintenance	£825
Sub total	£2,000
Total incl. VAT	£2,400

Type of seat	Cost
Refurbished	
Wood laths	£275
Stainless fixings	£25
Oil	£25
Installation	£100
15 years maintenance	£825
Sub total	£1250
Total incl. VAT	£1500

Prices are subject to change over time but all prices will be confirmed prior to entering into any agreement with the Council.