



### **Paddock Wood Town Council Memorial Bench Guideline**

Paddock Wood Town Council recognises the wish for memorial benches and will consider all applications on an individual basis for benches on land managed by the Council. The Council retains the right to refuse an application or limit numbers in each location.

#### **Objectives**

These guidelines have been produced with the following guiding principles.

- The be respectful and sympathetic to all applicants.
- To establish responsibility for the installation, maintenance, repair and replacement of memorial benches.
- To ensure that all memorial benches are in keeping with their surroundings.

It is the intention of the Council that these guidelines only cover broad common issues and is not meant to cover an exhaustive list. The content of these guidelines may be revised as necessary at the discretion of the Estates Committee to meet changing circumstances.

1. The Council will limit the number of memorial benches on land it controls (Other locations may be offered to an applicant if available). The applicant may request a particular location for a memorial bench but the final decision will rest with the Council.
2. All applications for a memorial bench must be made on the official form and signed by the donor.
3. The applicant will be responsible for all costs incurred including the purchase of the bench, plaque and installation. Depending on type of bench purchased the cost of a 10 year maintenance plan (wood benches will be varnished at the following periods and plastic benches will be cleaned, between years 3 and 4 then between years 7 and 8 only) will also be included in the total installation price. The price may change at short notice due to any future changes in costs to the council.
4. The council will purchase and install the memorial bench using the estates team or a local contractor.
5. The Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. The council will inform the named applicant of any damage or loss of a memorial bench as

soon as they are aware. The Council may undertake minor works to keep the bench safe without notifying the applicant.

6. The council reserves the right to re-site benches and will inform the applicant of this.
7. One plaque will be allowed on the bench and no additional mementos e.g. vases, statues, flowers, wreaths will be permitted.
8. The Council will undertake regular inspections on all benches and reserves the right to remove them if considered not to be safe and fit for purpose. In this event the named applicant will be informed. Any related plaque will be returned to the Council Offices for collection by the family or disposed of if contact cannot be made.
9. The Council will keep a record of all donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Council with any changes or updates in writing. Failure to do this may lead to the memorial bench being removed without further notice.

Bench options and costs.

#### Wooden benches.

Cost includes purchase and installation of a bench with a plaque on a concrete plinth, also two varnishes over the next ten years.

At the end of the ten-year life span the Council will need to be contacted to consider a new bench to replace the current one. If not the council will remove the plaque for safe keeping so it can be collected by the applicant and remove the bench. The space will then be made available to a new applicant.



The cost of this bench in 2023 will be £1700 fully installed. This price may change due to any extra costs incurred by the council

#### Recycled plastic bench

Cost includes purchase and installation of a bench with a plaque on a concrete plinth and two cleans over the next ten years.

At the end of 10 years please contact the council to discuss renewing the option to keep the bench in place otherwise the council will remove the plaque for safe keeping so it can be collected by the applicant. The space will be made available to a new applicant.



The cost in 2023 for this bench will be £1100. The price may change due to any extra costs incurred by the council.

## Application form- Request for a memorial bench.

### Applicants details

Full Name	
Address	
Postcode	
Telephone number	
Email address	
Relationship to the person for whom the bench is being provided to remember.	

Please ensure you notify the Council of any changes to the details above.

Bench Dedicated to?	
Association with Paddock Wood	
Location requested.( Potential for a site visit to discuss exact location).	
Plaque inscription.3( 3 short lines only please)	

### **Declaration by the applicant:**

I declare that I have read and understand the Paddock Wood Town Council Memorial Bench Guidelines.

Signed ..... Date .....

Once completed please return the form to the council office.

### **Email to**

[deputyclerk@paddockwoodtc.co.uk](mailto:deputyclerk@paddockwoodtc.co.uk)

**Postal Address**

PWTC

Podmore Building

St Andrews Field

St Andrews Road

Paddock Wood

TN12 6HT