



PIRBRIGHT PARISH COUNCIL

Request for a Dedicated Memorial Bench and/or Plaque

A dedicated bench can make a fitting tribute or memorial to a loved one. Pirbright Parish Council is happy to accommodate requests for memorial benches and plaques within the guidelines of this policy. Prices and an Application Form can be found at the end of this document.

Objectives

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial.
- To be clear and easily understood by residents.
- To create a consistent approach.
- To establish responsibility for the maintenance, repair and replacement of memorials.

Operating Principles:

The Council will facilitate the purchase and placement of all donated memorial benches and plaques. A memorial bench application can only be accepted in memory of a resident(s) of the Parish or someone with a direct connection to the Parish.

The Council will hold a register of suitable locations on the Green where either memorial benches or plaques may be installed. The positioning of the benches and plaques will be limited to locations that are consistent with the overall vision for the Green. The Council will limit the number of benches or plaques that are permitted. In addition, the location will be chosen to minimise future maintenance and vandalism.

The Council will aim to accommodate the applicant's preference for the bench location from the register of suitable bench sites. If no site is available, the request for the installation of a memorial bench will be placed on a waiting list.

The Council has approved and agreed the use of a particular style of bench called the Teak Memorial Bench 3 Seat Great Maytham. Benches are a standard specification and will be supplied by Memorial Benches UK. Current designs include backs and arms and are made from ethically sourced, highest quality teak wood carrying in a Green Leaf Certificate.

Plaques may have text dedications only. No pictures or other images are permitted.

Installation of the bench will be undertaken by Pirbright Parish Council's approved contractor, the cost of which will be recharged to the applicant.

The total cost of the installation of a memorial bench will include the cost of the bench, carved inscription or brass plaque, base, materials, labour and maintenance. The



bench should require minimal maintenance and there will be no additional charge for this.

Once the bench is installed, it will become the property of Pirbright Parish Council and covered by the Parish Council's Public Liability Insurance.

Requests for a plaque to be placed on an existing bench will be considered on the provision that the bench is in good condition. The same conditions on life expectancy and maintenance will apply in this instance.

Memorial Plaques will be bought and engraved by the Council. The maximum inscription on the plaque will be 100 characters. The plaque will be fitted to the bench by the Council. The Council may reject a request for an inscription if it considers it is not suitable to be displayed in a public place.

The total cost of the installation of a memorial plaque will include the cost of the plaque, engraving and installation. The Council will procure the plaque and all materials and labour.

Purchase of a memorial bench will be for the expected life period of the bench only, after which time it may need to be removed.

The estimated lifespan of commemorative benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years the bench is deemed to be in an unfit state of repair it will be removed from the Green. Any plaques will be removed and returned to the Clerk's Office who will contact the supporter to enquire if they wish for the plaque to be returned to them.

The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve the removal of graffiti and repairing minor faults within resources available.

A standard written letter of agreement will be sent by the Council to the customer to ensure all terms and conditions are clearly understood prior to purchase. The Application Form should be returned to the Council with full payment in advance of the dedicated memorial bench or plaque being placed.

Before completing this application form, should you wish to receive any further advice or guidance please do not hesitate to contact the Clerk on 07485 411214 or email clerk@pirbright-pc.gov.uk

Once completed, please return your application form to:

The Clerk, Pirbright Parish Council, The Parish Meeting Room, Pirbright, GU24 0JE
Email: clerk@pirbright-pc.gov.uk

Document Reviewed: November 2022
Next review date: November 2023



APPLICATION FORM

Contact Details	
Full Name	
Address:	
Telephone No:	
Email address:	
Please notify us of any subsequent changes to your contact details in order that we can update our records during the lease period	
Memorial Plaque	
All plaques will be provided and attached to the bench by the Council	
Plaque to be in the name of:	
Please print your message for the plaque: 100 characters maximum	
<p><u>Please note:</u> All wording must be approved by the Council. Should the wording be refused, we will work with you to agree an amended option.</p>	
<p>Thank you for completing the form – Please do not make any payments at this stage. We will contact you to discuss your requirements within 10 working days. Should approval be granted we will send you a formal agreement usually within 20 working days, which you will need to sign to state you understand and agree to all of the conditions highlighted in the ‘operating principles’.</p>	



Pirbright Parish Council Memorial

Charges

Memorial Bench

The cost of the bench and plaque or inscription will be between £1,200 and £1,400 (including VAT). This includes the procurement and installation of a new hardwood bench from our supplier on a concrete base, an engraved plaque or inscription and a 10 year maintenance programme.

Each bench is made to order and construction will only start when payment has been confirmed by our supplier. We will issue you with an order number and details of how to pay once the order has been confirmed. Delivery is included within the quote and we will pay for the installation once the bench has been delivered. Delivery is estimated at six to eight weeks from receipt of payment.

This charge includes the following:

- Supply of Hardwood Bench from our supplies in East Sussex
- Engraving on top back rail or Installation of an engraved brass Plaque
- Installation of the bench onto a concrete base
- 10 year maintenance programme of the plaque and bench

Competitive quotes can be obtained and the figures above should be used as a guide only and once a location and wording has been finalised, our supplier will provide a proof and quote for final approval.

Memorial Plaque

The charge for a memorial brass Plaque is £500

This charge includes the following:

- A brass plaque
- Inscription on the plaque of up to 100 characters
- Installation onto a bench in good condition on a concrete base
- 10 year maintenance programme of the plaque should it need any refurbishment
- 10 year maintenance of the wooden bench, this includes any refurbishment that the bench might need over that 10 year period

Competitive quotes can be obtained and the above figures should be used as a guide only and once the wording has been finalised, our supplier will provide a proof and quote for final approval.

Example of the Teak Memorial 3 Seat Great Maytham Bench



Example of a Memorial plaque on the Bench

