

## **Liskeard Town Council**

### **Memorial benches, trees, and shrubs policy (Updated 07.07.2025)**

#### **1. Introduction**

Liskeard Town Council aims to ensure a clear, structured, and sympathetic approach to the management of memorial benches, trees, and shrubs. The Town Council also needs to account of the differing needs of a variety of users. The installation of a memorial bench, tree or shrub must be instigated by the next of kin or executor.

**The style of bench may vary dependent on location.**

This policy will establish responsibility for maintenance, repair, and replacement.

Liskeard Town Council can only offer memorial benches on land that it owns, these locations are:

- Thorn Park
- Castle Park
- Public open space at Eastern Avenue

In addition to these sites the Town Council currently owns and/or maintains numerous benches throughout the town. Most of these benches are located on land that does not belong to the Council, and many have already been dedicated.

Any applications or queries on memorial benches, trees or shrubs should be made to the Town Clerk by emailing [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk)

**The Town Council reserves the right to decline any application for a memorial bench, tree or shrub.**

#### **2. Application Process for Memorial Benches**

In the first instance the applicant should read this policy and then contact the Town Clerk for an application form.

The Clerk will present the application to a meeting of the Facilities Committee for consideration and approval. Liskeard Town Council councillors may have further questions of the applicant before approval can be given. Best attempts will be made not to prolong the decision-making process.

#### **3. Conditions for Memorial Benches**

- a. Liskeard Town Council will maintain the bench in line with the manufacturers recommendations and maintains the right to remove if deemed necessary without replacement
- b. The applicant should ensure that Liskeard Town Council is always in possession of current contact details
- c. The rights to the placement of the bench remain those of the applicant and cannot be passed to others unless specifically agreed by Liskeard Town Council and the applicant
- d. The person being memorialised must have been a resident of Liskeard
- e. The applicant is required to pay for a bench, plaque and all installation costs
- f. Liskeard Town Council (or their nominated contractor) will be responsible for installation of all benches
- g. Bench plaques must be maximum size 175mm x 75mm in the centre of the upper most bench slat
- h. The plaque inscription must be approved by Liskeard Town Council. Liskeard Town Council reserves the right to refuse applications on this basis
- i. All plaques must be of brass or stainless steel. All plaques must be affixed to the bench by Liskeard Town Council (or their contractor)
- j. Liskeard Town Council will not grant applications for memorial benches to pets **except in special circumstances**
- k. Liskeard Town Council will limit the number of benches in some areas. The final decision rest with the Town Council
- l. No additional memorials e.g. vases, statues, flowers, wreaths, balloons, or other ornamentation shall be permitted on or around the bench. These shall be removed without reference to the original applicant
- m. The Town Council may make exceptions to the above conditions when granting applications for benches, trees and shrubs, for example, to commemorate significant local or national events such as a jubilee, coronation, etc. **The Town Council may from time to time dedicate (and fund) a memorial on behalf of the local community to provide a respectful way of commemorating local and/or national tragic events.**

#### **4. Ongoing maintenance of Memorial Benches**

Liskeard Town Council will contact the applicant if the bench is damaged or beyond repair. Any damage will be repaired (or the bench replaced) by the Town Council.

Liskeard Town Council reserves the right to remove a bench if:

- In the view of the Facilities Manager or Council it is deemed to be beyond economical repair
- If the bench is deemed to be dangerous or a risk to the public, we will carry out action such as remove or dispose of the bench. This could result in the bench being removed immediately and not necessarily stored or kept by the Council
- Liskeard Town Council accepts no replacement liability for the bench or plaque at the end of its life and will dispose of any such bench or plaque
- If a damaged bench is removed, Liskeard Town Council will offer the applicant the option to place a new bench. If the applicant cannot be contacted using the provided contact details, after a period of 3 months Liskeard Town Council reserves the right to offer the bench place to another applicant.

## **5. Tree and Shrub memorials**

Tree and shrub memorials are permitted in Thorn Park and Castle Park.

Plaques are not allowed.

Unauthorised placement of trees or shrubs on Liskeard Town Council may result in them being removed without prejudice or liability of any kind.

## **6. Other types of memorials**

Liskeard Town Council regrets that no other type of memorial other than those listed above will be considered.

## **7. Specifications**

Existing benches owned and maintained by Liskeard Town Council will be replaced if the Town Clerk deems the replacement to be a viable option. The Town Council uses several suppliers and wherever possible seeks to use eco-plastic and/or FSC certified timber.

All prices are subject to change. All prices will be reviewed annually. There may also be additional costs, e.g. delivery.

### Application for Memorial Bench

Date of Application	
Applicant Full Name	
Address	
Email	
Telephone Number (land line)	
Telephone Number (mobile)	
Name of person for dedication	
Inscription on the plaque	
Type of plaque	Stainless steel or brass (please delete)
Preferred location of the bench (please provide a sketch map and/or photos)	

Please also submit any other supporting documentation.

**Data Protection Act** – In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you provide will be held and may be passed to other services of Liskeard Town Council, in order that you are provided with the best possible support.

## 8. Price List (all prices ex VAT)

New Wood bench (cast iron ends)	From £655.00
New Recycled plastic bench	From £483.00
New picnic bench (timber)	From £899.00
New picnic bench (plastic)	From £474.00
New Greenspace bench - <a href="https://www.greenspace.co.uk/picnic-benches/">https://www.greenspace.co.uk/picnic-benches/</a>	From £2,000.00
Installation	£250.00
Concrete base (or equivalent)	TBC
10 Years Maintenance	£450.00
Refurbished wood bench (cast iron ends)	£250.00
10 years maintenance	£450.00
Stainless steel Plaque	£45.00
Brass plaque	£45.00

Note – all prices are indicative.