

# Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ  
Telephone: 01208 812643

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## **Memorial Tree, Shrub and Bench Policy Adopted – 22 February 2023 – Minute 1739/23 Review – February 2023**

### **This policy should be taken into consideration along with the application form and the fees agreement form**

It is the policy of Wadebridge Town Council to accept donations of trees, shrubs and benches (referred to as memorials) within Egloshayle Playing Fields, Jubilee Park, Coronation Park and Egloshayle Cemetery to memorialise a departed family member or friend, subject to availability of space.

Applicants should note that, as from the date of the policy, it may not be possible to offer a riverside / riverbank location due to the popularity of this location. This applies to both Egloshayle Playing Fields and Jubilee Fields.

All donations shall be in compliance with the following:

- Memorials will be accepted for purchasing and planting of trees and shrubs and for purchasing and installing park benches as approved by the Town Council.
- Memorials shall be self-supporting, that is, all costs related to a memorial shall be at the expense of the applicant, including purchase, installation and repair or replacement if necessary.
- Memorials shall remain the property of the Town Council and legal ownership of a donated tree, shrub or bench remains with the Town Council.
- Structures, flowers or wreaths are not permitted to be placed on memorial benches at any time and there shall be no cremated remains / ashes permitted at or alongside any memorial.
- Structures are not permitted to be placed alongside memorial trees or shrubs.

**Types of Bench/Tree/Shrub and Locations** - The Town Council will advise details of the current bench to be ordered and will discuss tree and shrub species with the applicant. The exact location of the memorial will be decided on by the Town Council – every effort will be made to locate the memorial at the requested location but, this cannot be guaranteed. All benches will be fitted to a concrete pad and all installation will be carried out by Town Council staff.

**Plaques** – Memorials may be recognised by use of a memorial plaque which can be placed near the tree or shrub or fixed to the bench. Plaque size, material and wording must be authorised by the Town Council and will be located or fixed by Town Council staff.

**Ceremonies** - A ceremony or gathering at the time of planting or installation is permitted but must be arranged in advance with the Town Council.

**Trees/Shrubs** - The Town Council does not guarantee tree or shrub survivability but the Senior Groundsman will discuss and advise planting and suitable timescales with the applicant.

**Records** - The Town Council shall maintain a full record of each application including applicants details.

### **Maintenance and replacement of trees and shrubs (one off payment required for contribution toward upkeep for the first 3 years)**

- The Town Council will monitor and carry out routine maintenance on newly planted trees and shrubs (watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the tree or shrub will be included within the routine tree maintenance programme.
- Should a tree or shrub fail to establish within the first 3 years the Town Council will plant a replacement.
- Should a tree or shrub suffer irreparable damage from vandalism within the first 3 years the Town Council will plant a replacement providing this is practicable.

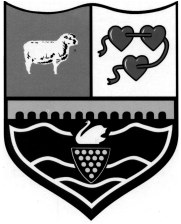
- The Town Council reserves the right to move or remove a tree or shrub if it is deemed necessary (for unforeseen circumstances) and will plant a replacement in an alternative appropriate location.

**Maintenance of sponsored benches (one off payment required for contribution toward upkeep for the first 5 years)**

- The Town Council will monitor and carry out routine maintenance on memorial benches as part of the routine bench maintenance programme.
- The Town Council reserves the right to move or remove a memorial bench if it is deemed necessary.
- Should a bench become unsightly or unsafe the Town Council will notify the applicant via the last known address, of its intention to remove the bench – if no response is received within 2 weeks the bench will be removed. In cases where the bench is a health and safety hazard it will be removed immediately and the applicant will be notified. Any memorial plaque will be either returned to the applicant or kept by the Town Council.
- In the event of damage by vandalism if the Town Council is unable to recover the insurance excess it reserves the right not to replace the bench. The applicant will be offered the opportunity to pay the excess in order to facilitate a replacement.

Please complete the attached application form and return it to the Town Clerk who will confirm costs and other relevant details. The Town Council will order and take delivery of your chosen memorial – please do not order a plaque until the application has been authorised and confirmed by the Town Clerk. Installation undertaken by staff is included in the cost and if you wish to be present when the plaque is being fixed to the bench or when the tree or shrub is planted please note this on your application form.

For further information please contact the Town Council.



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## APPLICATION FOR A MEMORIAL \* TREE / SHRUB / BENCH

\*Please indicate memorial type and in which of the parks you would prefer your memorial to be placed :

Jubilee Playing Fields

Egloshayle Playing Fields

Coronation Park

Egloshayle Cemetery

Location details (subject to availability of space) : .....

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If you wish to place a plaque on the bench or near the tree or shrub please indicate your desired wording below in clear print (for authorisation purposes). Plaques should not be purchased until authorisation has been confirmed by the Town Clerk.

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I wish to be present when the plaque is fixed to the bench or when the tree or shrub is planted

**Yes / No**

Name : .....

Address : .....

..... Post Code : .....

Telephone : ..... Mobile : .....

I have read and understood the terms of the Memorial Tree, Shrub and Bench Policy and accept them in their entirety.

Signed : ..... Date : .....

Print name : .....

**Please return to the Town Clerk at Wadebridge Town Council**

**MEMORIAL TREE, SHRUB & BENCH FEES**  
**(Policy adopted 22 February 2023)**

This agreement should be submitted as part of an Application for a Memorial Tree/Shrub/Bench and with consideration to the Memorial Tree, Shrub and Bench Policy.

**Memorial Benches -**

Benches will be permitted subject to space being available and at the discretion of the Town Clerk. Please note that benches are ordered quarterly – end of March, June, September & December\*.

**Payment** – a deposit of £250 is payable with your application. A balance invoice will be raised on delivery.

**Bench Fees -**

- Recycled Classic Seat (Realise) – \*price will be confirmed at time of order  
(**example cost of bench as at November 2022**, £576.02 plus carriage @ £80) - VAT is not chargeable
- Administration charge - **£25 plus vat**
- Installation (to include concrete base or groundstakes) - **£85 plus vat**
- Contribution toward upkeep for first 5 years - **£30 plus vat**

**Memorial Tree / Shrub** – Location to be confirmed by the Senior Groundsman and the Town Clerk

- Cost price of tree / shrub (to be agreed at time of order)
- Planting & contribution toward upkeep for first 3 years - **£30 plus vat**

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**BENCH APPLICATION ONLY**

**Confirmation of bench enquiry / order & fees due :**

Order placed in - **March / June / September / December**

- Cost of bench – **to be confirmed on order (please see ‘example’ cost above) - £**
- Carriage – **to be confirmed on order (please see ‘example’ cost above) - £**
- Administration charge - **£25 plus vat**
- Installation fee (to include concrete base or groundstakes) - **£85 plus vat**
- Contribution toward upkeep for first 5 years - **£30 plus vat**
- Deposit - **£250 (to be paid with application)**      Receipt No. :      Date :
- Balance Due -      Receipt No. :      Date :

Applicant name(s) / signature(s) :      Date :

Confirmed by  
(Wadebridge Town Council) :      Date :