

PERTH AND KINROSS COUNCIL**Environment Committee****26 March 2014****MEMORIAL BENCHES POLICIES****Report by the Executive Director (Environment)**

This report seeks the approval for the policies on placement of memorial benches in public areas. Two separate policies for bereavement sites and other public areas reflect the different level and nature of use taking place within these areas. The policies explain the circumstances in which placement of memorial benches will be appropriate and set out standard costs and conditions which will apply.

1. BACKGROUND / MAIN ISSUES

- 1.1 The provision and management of seats and benches in all public open spaces owned or managed by the Council is the responsibility of Community Greenspace. Memorial benches are placed in public areas in response to occasional public requests. Bench types, locations and arrangements for charges to customers has varied over the years according to the type of public area involved and judgement of the officer dealing with it. This has led to an inconsistency of response and in some cases, the overprovision and inappropriate siting of memorial benches. Requests for purchase of plaques to be fitted to existing benches have been accommodated where possible. In other instances new benches have been required and the much higher cost has been passed on to the customer.
- 1.2 Within bereavement areas, cemeteries and the Crematorium Gardens, customers can purchase memorial benches for more personal use and are expected to maintain them thereafter. A particular bench and plaque style has been in use within these areas for many years and these differ from styles used in other public areas. In the other public areas excluding bereavement areas, the Council accepts responsibility for ensuring memorial benches are maintained for wider public use. There has been a general understanding that memorial benches will remain on site as long as they are fit for public use, although there has been no clear understanding of the time period covered by the purchase.
- 1.3 As resources to provide public services reduce, there is a need to ensure that public provision is affordable while being at a level and quality which is safe and meets customer expectations. Experience of placing and maintaining different bench styles in a variety of locations and the development of smarter ways of working, have all informed the development of the proposed policies. This will ensure that the right type of memorial bench is placed in the right location rather than simply a reactive response to an ad hoc request.

- 1.4 This should maximise the benefit to the public whilst ensuring customers are sold a quality product which fulfils their needs.

2. PROPOSALS

- 2.1 Two related policies are proposed which set out a standard approach and range of benches for use in relation to memorial requests in both public open space areas such as parks and countryside sites (Appendix 1) and in bereavement sites (Appendix 2). The policies explain the circumstances where memorial benches can be purchased and placed, specify a range of options and prices, and the time period covered. Although requests for purchase of memorial benches will be encouraged, not all sites will be suitable in physical or maintenance terms. In addition, a balance is proposed to ensure the numbers of memorial benches in a general recreational area do not result in the area effectively becoming a memorial garden in its own right. Site specific requests will therefore be considered in relation to site characteristics and management objectives, with alternative sites being offered if required.
- 2.2 The bench types have also been selected to ensure a consistent style and quality for the sites chosen and keep maintenance operations and costs to a minimum. Once a suitable site has been chosen, the benches will be placed carefully to avoid areas prone to vandalism and shaded, damp areas where increased maintenance is likely to be required.
- 2.3 Where new benches are required within the public open space, customers will be invited to purchase one from the range available. In situations where there are no opportunities for additional benches, customers will be offered the option to have a memorial plaque placed on an existing bench. To acknowledge the public bench is being effectively dedicated to an individual, a modest financial contribution towards the original cost of the bench and the cost of purchasing and installing the plaque will be sought.
- 2.4 Occasional requests for placing of a unique type of bench may be received and, where they can be shown to match with the Council's management objectives, will be considered. Full details of the bench design, construction and materials would need to be approved by the Council prior to installation. Installation of all benches would be done by the Council to ensure the quality, finishes and operations on site were all appropriate for public locations.
- 2.5 The policy for bereavement sites varies from that for public open spaces as the areas concerned are specifically for the remembrance of individuals. The option for people to choose, install and maintain their bench is in line with options for choosing headstones for example. Again, specific types and conditions apply to benches for use in these areas as set out in the policy.
- 2.6 The options available to the customer arising from both policies will be publicised on the Council's website and a standard enquiry form will be used to help customers, as well as increase consistency and efficiency.

3. CONCLUSION AND RECOMMENDATIONS

3.1 These policies will help to provide a consistent and appropriate response to enquiries from customers interested in purchasing and placing memorial benches in public spaces. It provides a range of options and costs for different circumstances and sets out a clear procedure to improve customer service, maximise public benefit and increase efficiency.

3.2 It is recommended that the Committee approves:

- (i) the Policy for Provision of Memorial Benches in Public Open Spaces shown within Appendix 1 and
- (ii) the Policy for the Provision of Memorial Benches within Bereavement Sites as shown within Appendix 2.

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Approved

Name	Designation	Date
Barbara Renton	Depute Director (Environment)	18 March 2014

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Y
Corporate Plan	Y
Resource Implications	Y
Financial	N
Workforce	N
Asset Management (land, property, IST)	N
Assessments	Y
Equality Impact Assessment	N
Strategic Environmental Assessment	N
Sustainability (community, economic, environmental)	N
Legal and Governance	N
Risk	Y
Consultation	Y
Internal	N
External	N
Communication	Y
Communications Plan	Y

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of the following priorities:

- (ii) Developing educated, responsible and informed citizens
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations

1.2 The proposals provide the opportunity for individuals to contribute to the facilities available to the public in parks and open spaces and commemorate their family members or loved ones

Corporate Plan

1.3 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Priorities:

- (ii) Developing educated, responsible and informed citizens;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.4 The proposals provide the opportunity for individuals to contribute to the facilities available to the public in parks and open spaces and commemorate their family members or loved ones

2. Resource Implications

Financial

- 2.1 This report has no financial implications as the cost to provide the service is directly recharged to the customer requesting it. To ensure the charges listed in the appendices relate to the costs the Council incur in providing this service, any changes will be included in the annual service charges report.

Workforce

- 2.2 There are no workforce implications with this report as there are existing internal or external staff who are able to undertake the work required.

Asset Management (land, property, IT)

- 2.3 The proposals in this report do not create any additional unfunded burdens to the Council.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA as it has no positive or negative impact on any specific equalities group

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. Pre-screening has identified that the PPS will have no or minimal environmental effects, it is therefore exempt and the SEA Gateway has been notified. The reasons for concluding that the PPS is unlikely to have significant environmental effects is that the provision of memorial benches is a very minor activity.

Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 This section should reflect the steps that have been taken to assess the proposals.

Legal and Governance

- 3.6 The Head of Legal Services has been consulted and is in agreement with the report.

Risk

- 3.7 There is a risk to the Council in not approving this report as it may lead to an inconsistent and inappropriate, ad hoc approach to the provision of memorial benches in public places. These may be onerous to maintain and be a cause for complaint.

4. Consultation

Internal

- 4.1 The report has been produced using information and experience within the Community Greenspace team and is a response to the issues identified. No other internal consultation was considered necessary

External

- 4.2 There are no specific external consultees relevant to the development of this report.

5. Communication

- 5.1 Should the report be approved the policies and procedures will be made available on the Council's web site and hard copies will be available on request.

2. BACKGROUND PAPERS

There are no background papers relevant to the preparation of this report.

3. APPENDICES

- Appendix 1 – Policy for the Provision of Memorial Benches in Public Open Spaces
- Appendix 2 – Policy for Provision of Memorial Benches within Bereavement Sites



Policy for Provision of Memorial Benches in Public Open Spaces.

The Council will facilitate the purchase and placement of memorial benches in public open spaces owned or managed by the Council including parks, countryside sites and streets on request, where appropriate opportunities exist.

Introduction

The Council receives occasional requests from members of the public who wish to place a memorial bench within a public open space. These are often places with which individuals or families have a particular connection or special relationship. There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.

The provision and management of all seats and benches on all public open spaces owned or managed by the Council is the responsibility of Community Greenspace. This policy covers the provision of memorial benches in public open space which includes areas such as parks, countryside sites and streets. **Memorial benches within cemeteries and the memorial garden at Perth Crematorium are also managed by Community Greenspace. These are covered by a separate policy due to the particularly sensitive management arrangements covering these areas.**

In general most requests have been accommodated but procedures followed have varied over time, with decisions often being left to the discretion of the officer who has been allocated the request. In most circumstances, customers have purchased new benches, although in some instances they have only purchased plaques to be fitted onto existing benches. This approach, although generally accommodating to the customer, has resulted in over provision and inappropriate siting of memorial benches in some areas, maintenance difficulties due to a wide range of bench styles being used, and ineffective recording of memorial bench information.

This policy recognises the need for a consistent approach to the provision of memorial benches in public open spaces. As resources available to the Council to provide public services reduce, much more consideration of the level of infrastructure that can be provided and maintained is required. A rationalisation of the range and quality of infrastructure is also needed to avoid items which are onerous to maintain or have a poor life expectancy. In addition, opportunities to provide infrastructure for public benefit in different and new ways need to be maximised.

The policy therefore continues to welcome donations of suitable benches for appropriate locations in the public open spaces the Council manages. The operating principles below will ensure that requests for memorial benches are responded to in a consistent, efficient and helpful manner. It will result in appropriate bench styles being purchased and installed in appropriate locations to ensure they are easy to maintain and not unduly prone to vandalism.

Operating principles:

1. Only sites which do not already have a sufficient number of benches will be considered. This will be determined by any site specific management plans or the Community Greenspace Asset Management Plan.
2. Suitable locations within the site where people are likely to make good use of the bench will be considered. These will be areas which lack any seating nearby or are at a likely stopping point such as a particular view or rest point on a path. In addition, the location will be chosen to minimise future maintenance and vandalism. Remote locations with poor access for maintenance and users will not be considered.
3. In locations where there will be several benches in the same area, no more than 50% will be offered as a placement for a memorial bench. This is to prevent the area taking on the ambience of a dedicated memorial garden which may compromise the enjoyment of the space for general recreational activities.
4. A limited selection of suitable low maintenance standard designs for memorial benches will be available at a range of costs, the choice of bench being dependent on the location. Annex 1 shows the range of bench and plaque options with suggested prices.
5. Occasionally a unique rather than standard bench design may be requested as a memorial. In these circumstances, details of the bench construction, materials and specifications will need to be submitted to Community Greenspace for approval. On approval the bench would then be supplied to Community Greenspace for installation in an agreed location. There is no guarantee that damage could be repaired and any costly repairs would be at the discretion of the owner.
6. Purchase of a memorial bench will be for the expected life period of the bench only, after which time it will be removed. The cost will include the bench, plaque, inscription, installation and surfacing and, as the benches should require minimal maintenance, there will be no additional cost for this. The cost and life expectancy of the bench will depend on the type of bench and its location. Any replacement would be treated in the same way as a new memorial bench.

To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque and surfacing in all cases.

7. Where there is no space for an additional memorial bench, requests for placement of a memorial plaque on an existing bench will be considered where the bench is in good condition and point 3 above has been assessed. As the bench has already been provided through public funds, a charge which includes a modest contribution towards the original purchase of the bench, plus the plaque and installation cost will be required. This will accommodate the customer's wishes and ensure a fair contribution is made towards the provision of the bench as a personal memorial. The funds raised will be used for the repair or provision of other public benches. The same conditions on life expectancy and maintenance will apply to any existing benches as apply to new benches.
8. The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing built up algae and grime, removal of graffiti and repairing minor faults within resources available. There is a move away from regular painting as in the long term this proves more costly than just replacing the bench when it has reached the end of its natural life. The range of new benches has been chosen for durability without the need for regular painting or treatment.
9. Publicity on the Council website will provide information and an enquiry form for those interested in purchasing memorial benches. The enquiry form is shown in Annex 2.
10. 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 form will be returned to the Council with payment in advance of the memorial bench being placed. Annex 3 shows the standard form of agreement.

Memorial bench purchase procedure

This procedure describes the process which will be followed from the first contact with the customer enquiry to the last contact to inform them that their memorial bench is in place.

1. Customer enquiries coming to the Customer Service Centre or to Community Greenspace are directed to the website to view the policy and download a memorial bench enquiry form as shown in Annex 3. If required, an enquiry form is posted to the customer.
2. Customer completes the enquiry form specifying a requested location, and bench and plaque style, and sends this by e-mail or post to Community Greenspace. It is allocated to the appropriate officer for action.
3. The allocated officer considers the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate in this location. If the requested location is not suitable, the nearest alternative location will be offered.
4. The allocated officer ensures that the requested bench and plaque style is suitable for the location and that the plaque text is clear and suitable for use on a public bench. Four bench styles only will be used in situations as shown in Annex 1 and will be at the discretion of the Council for each specific site.
5. The allocated officer contacts the customer to confirm or discuss the details by phone. If an alternative location is required, a letter with a map to illustrate the alternative site being offered will be sent.
6. On agreement, a standard agreement letter is sent to the customer to confirm arrangements and request payment.
7. When payment is received, the allocated officer orders the purchase and installation of the memorial bench, for completion within 2 months of receipt of payment.
8. The allocated officer ensures the work has been carried out as specified, photographs the bench and ensures all information is recorded in the asset management system for future reference.
9. The allocated officer ensures a letter and photograph are sent by post or e-mail to the customer to notify them that the bench is in place.

Annex 1 Council styles and current prices for installation of new memorial benches with plaques. Plaques can be fitted to some existing benches for £190 inc VAT. This includes the plaque, fitting and a contribution towards the cost of the bench.

NB All prices are valid for 2014 and may be subject to an annual change



Bronze plaque



Stainless Steel plaque



New Glen Almond bench (with plaque) £648 inc VAT. For use in parks



New Glen Clova bench (with plaque) £912 inc VAT. For use in formal areas of parks and on streets



Greenspace bench (with plaque) £411 inc VAT. For use in countryside and some park areas



Phoenix recycled plastic bench (with plaque) £648 inc VAT. For use in countryside and some park areas

Council standards for memorial benches and plaques

Memorial plaques

Plaques are either bronze or stainless steel and measure 19 x 5cms.
Text is Arial font style and can be up to 50 characters. All text must be approved by the Council.

The Glen Almond or equivalent bench is for use in parks.
In some formal areas the Glen Clova or equivalent bench is used.
These are low maintenance treated hardwood benches. They are 6 feet long.
These benches are of excellent quality but as with all timber products placed out of doors there may be some weathering by way of minor cracks which does not affect the durability of the product. There may also be wood grain and colouring variations which does not affect the quality of the product.

Greenspace bench is for use in the countryside and in some parks
This bench is produced by the Council and is treated wood on black recycled plastic legs. The recycled legs counteract rot below ground so increase the life expectancy of the bench.

The Pheonix bench or equivalent is for use in some parks.
These are very low maintenance recycled plastic benches which come in a range of colours.

Maintenance standard

Benches will be kept fit for purpose with minor faults being repaired and build-up of algae or grime being removed within available resources.

Annex 2 Memorial Bench Purchase Enquiry Form for use on the Website

Memorial Bench Purchase Enquiry Form

Please complete, print and return to: Community Greenspace, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD. Pre-printed forms are available from the same address on request.

Section A your contact details (Please supply your contact details below)

Name.....

Address.....

Telephone E-mail:

Section B choice of memorial bench and preferred location

(Please tick the bench you want to purchase below)

☐ Glenalmond ☐ Glenclova ☐ Greenspace ☐ Phoenix

(Please specify your preferred location for the bench below ie name of park and nearest settlement)

I would like my bench to be placed within.....
.....

Section C memorial plaque

All plaques will be provided by the Council and attached to your bench
(Please supply the name to be on your plaque)

Plaque to be in the name of

Please choose either a bronze or steel plaque by ticking your preference below.

☐ Bronze ☐ Stainless Steel

Please print your memorial message for the plaque below (for Council approval) A maximum of 50 letters can be included.

.....
.....
.....

Annex 3 Form of Agreement for a Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench

Memorial Agreement between Perth & Kinross Council and

(name & address).....
.....

This letter sets out the agreement regarding the purchase of (delete either 1 or 2)

1. A new (type of bench) bench to be
2. A memorial plaque to be placed on the existingbench situated at (eg the South Inch Pond area) at the location shown by the attached map.

Your bench will carry a stainless steel/bronze memorial plaque in the name of

.....

Your memorial message will read

.....
.....
.....

(name) will pay the sum of £.....

(delete either 1 or 2)

1. being the full cost of the installation on site of the bench with plaque.
2. being the cost of the installation of the plaque and a contribution to the cost of the bench.

The Council will place the bench with plaque in the agreed location within two months of receiving the cheque and/or plaque. The Council will be responsible for the bench for the period of its natural life (approximately 15 years). Once the bench has reached the end of its natural life, the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time.

The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my cheque for £.....

Signed.....

Date..... Contact telephone number.....

PKC Policy for Provision of Memorial Benches in Cemeteries and the Crematorium Memorial Garden.



The Council will facilitate the purchase and placement of memorial benches in cemeteries and the Crematorium memorial garden on request where appropriate opportunities exist.

Introduction

The Council receives occasional requests from members of the public who wish to place a memorial bench within the crematorium memorial garden or a cemetery. Although there is no legislative requirement for the provision of public or memorial benches, it is accepted that they provide a useful and appropriate public amenity in these areas.

Community Greenspace is responsible for the provision and management of all seats and benches on all public open space owned or managed by the Council. **Due to the wider public use of parks, countryside sites and streets there is a separate policy on requests for memorial benches in public areas.**

Memorial benches can be purchased through the Council and most requests are for benches to be placed next to a particular headstone. Site operations, maintenance access, and proximity of other benches restricts the space available for new benches so the nearest appropriate space to the requested location is offered. Memorial benches in bereavement areas can be expected to be used mainly, but not exclusively, by those visiting a specific lair or memorial. In these circumstances the purchaser of the bench is required to accept responsibility for maintenance to ensure the bench remains fit for purpose. To ensure high standards, a quality bench and plaque has been adopted as the standard for bereavement sites. In some cases, customers have purchased an alternative bench and arranged installation to a standard which complies with Council requirements.

In general, most requests have been accommodated but procedures followed have varied over time, with decisions often being left to the discretion of the bereavement officer who has been allocated the request. This approach, although accommodating to the customer, has required considerable officer time and has contributed to inconsistent recording of memorial bench information over the years.

There is now a need for a consistent policy for the provision of memorial benches in bereavement areas. As resources available to the Council to provide public services reduce, more consideration of the delivery methods for providing infrastructure which can be easily maintained is required. Opportunities to provide infrastructure for public benefit in a variety of ways, including donation, need to be maximised.

The Council will accommodate requests for the purchase and placement of memorial benches in bereavement areas according to the operating principles below.

Operating principles:

1. Location for benches will be agreed as near to the requested location as possible. Benches will be located where they do not impede the operation or maintenance of the site.
2. The bench style for use in all bereavement sites is the high quality hardwood, low maintenance Turnberry Bench (or equivalent) with a brown memorial plaque with white text as shown in Annex 1.
3. Purchase will include the bench, plaque, inscription, installation and surfacing and will be for the expected natural life of the bench only.
4. To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque in all cases.
5. Maintenance responsibility lies with the purchaser and benches must be maintained so they remain structurally sound and are kept free from a build-up of algae and grime. Benches will remain on site as long as they are adequately maintained. Unsafe or poorly maintained benches will be removed and plaques kept for possible return to the owners.
6. Publicity on the Council website will provide information and an enquiry form for those interested in purchasing memorial benches. The enquiry form is shown in Annex 2.
7. 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 form will be returned to the Council with payment in advance of the memorial bench being placed. Annex 3 shows the standard form of agreement.

Memorial bench purchase procedure

This section describes the procedure which will be followed from the first contact with the customer enquiry to the last contact to inform them that their memorial bench is in place.

1. Customer enquiries coming to the Customer Service Centre or to Community Greenspace are directed to the website to view the policy and download a memorial bench enquiry form as shown in Annex 2. If required, an enquiry form is posted to the customer.
2. Customer completes the enquiry form specifying a requested location, and bench and plaque style, and sends this by e-mail or post to Community Greenspace. It is allocated to the appropriate bereavement officer for action.
3. The allocated officer considers the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate in this location. If the requested location is not suitable the nearest alternative location will be offered.
4. The allocated officer ensures that the plaque text is clear and suitable for use on a bench in a public area.
5. The allocated officer contacts the customer to confirm or discuss the details by phone, and if an alternative location is required may arranging a site meeting to agree an alternative location for the bench.
6. On agreement a standard agreement letter is sent to the customer to confirm arrangements and request payment.
7. When payment is received the allocated officer orders the purchase and installation of the memorial bench, for completion within 2 months of receipt of payment.
8. The allocated officer ensures the work has been carried out as specified, photographs the bench and ensures all information is recorded in the asset management system for future reference.
9. The allocated officer ensures a letter and photograph is sent by post or e-mail to the customer to notify them that the bench is in place.

Annex 1 Council standard for the installation and maintenance of memorial benches.



Turnberry bench (or equivalent) with plaque – cost (in 2014) £630 including VAT.

Memorial plaques

Plaques are heavy duty brown plastic and measure 19 x 5cms.

Text is white inscribed lettering and can be up to 50 characters. All text must be approved by the Council.

The Turnberry bench

This is a low maintenance treated hardwood bench. It is 5 feet long.

The bench is of excellent quality but as with all timber products placed out of doors there may be some weathering by way of minor cracks which does not affect the durability of the product. There may also be wood grain and colouring variations which does not affect the quality of the product.

Maintenance advice

The bench has not been painted or treated with oil preservative. It will be at the discretion of the Customer if they wish to apply paint or oil preservative to the bench. PKC will not be held liable if the customer is dissatisfied with the appearance of the bench after they have applied a paint or oil preservative

Maintenance standard

Benches must be kept structurally sound and free from a build-up of algae or grime.

Annex 2 Memorial Bench Purchase Enquiry Form – Cemeteries and the Memorial Garden

Memorial Bench Purchase Enquiry Form

Please complete, print and return to: Bereavement Service, Community Greenspace, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD. (Pre-printed copies are available on request from the same address)

Section A your contact details (Please supply your contact details below)

Name

Address

Telephone E-mail :.....

Section B Requested location

(Please specify your preferred location for the bench below ie name of cemetery and location within the cemetery or Crematorium Memorial Garden)

I would like my bench to be placed within.....

.....

Section C memorial plaque

All plaques will be provided by the Council and attached to your bench

(Please supply the name to be on your plaque)

Plaque to be in the name of

Please print your memorial message for the plaque below (for Council approval) A maximum of 50 letters can be included.

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.....

.....

Annex 3 Form of Agreement for a Memorial Bench to be placed in a Cemetery or the Crematorium Memorial Garden.

Memorial Agreement between Perth & Kinross Council and

(name & address).....

.....

This letter sets out the agreement regarding the purchase of a Bench with memorial plaque to be placed withinCemetery* or Crematorium Memorial Garden* at the location shown by the attached map.

*Delete as appropriate

Your bench will carry a memorial plaque in the name of

.....

Your memorial message will read

.....

.....

.....

(name)will pay the sum of £630 being the full cost of the installation on site of the bench with plaque.

The Council will place the memorial bench in the agreed location within two months of receiving the cheque and/or plaque.

(name).....will be responsible for maintaining the bench.

Please note that benches which are not maintained and fall into disrepair may be removed.

The Council reserves the right to re-locate or remove the bench from the cemetery without prior notice to allow cemetery maintenance and refurbishment works.

The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my cheque for £630

Signed.....

Date..... Contact telephone number.....