



BEDFORD
BOROUGH COUNCIL

Commemorative Benches in Parks & Greenspaces



Introduction

The Council's parks and greenspaces have long been requested locations for commemorative benches. The Council has undertaken to offer this service in a supportive and sensitive way whilst being mindful that its open spaces have many uses and are enjoyed by a wide range of people. This means that the service requires appropriate management and regulation.

The content of this policy may need to be revised to meet changing circumstances, trends and opportunities. The scheme offers opportunities to celebrate special occasions as well as providing memorials for loved ones.

Enquiries about cemetery memorial benches or trees should be directed to Bereavement Services at Norse Road cemetery (01234 718150 or email gardensofrest@bedford.gov.uk).

Enquiries about benches on streets should be directed to highways.helpdesk@bedford.gov.uk.

Objectives of the Scheme

- To adopt a consistent and sympathetic approach to the management of the scheme which takes account of the needs of all parks and greenspace users.
- To ensure that commemorations are only agreed following a request by a suitable applicant such as family member, Executor or close friend.
- To ensure that features have a common appearance, style and size that is acceptable to all greenspace users and is appropriate for the preferred location. Please refer to the location guide on page 5.
- To establish responsibility for maintenance, repair and replacement.
- To establish the standards of service needed to manage the commemorative scheme.

General

- The size, nature and location of the park or green space, and the number of existing commemorative features in place may limit the number of plaques or benches permitted in some instances. In these cases the Council may be able to offer alternative locations for the applicant's consideration.
- Due to the current oversaturation of some parkland areas with park furniture, new benches will only be installed where empty plinths exist or where old benches are scheduled for removal. The Council will advise of suitable locations accordingly.
- All applicants shall pay for commemorative benches, plaques, and other features in full prior to installation.
- All features will be located so as not to interfere with site management needs or the activities and enjoyment of greenspace users. Locations are subject to the final agreement of the Council.
- The Council cannot accept liability for any malicious or accidental damage to commemorative features. The Council reserves the right to remove any damaged commemorative features where the applicant has not agreed to works within 4 weeks of the notification.
- Where possible the Council shall advise applicants of any significant damage to features and the costs of repair or replacement work. It will be the applicant's responsibility to agree and fund repairs or replacement work in these instances.
- The Council will not grant applications for memorials to pets.
- Additional mementos e.g. vases, statues, flowers or wreaths etc, are not permitted on or around commemorative features.
- Benches will be of the type and colour specified by the Council to be in keeping with the intended location.
- Plaques will be retained in-situ for a maximum period of 15 years. Expired plaques will be removed and kept for a further 6 months. Should these items not be claimed within this time then the Council will recycle or dispose of them.

Charges for Commemorative Benches

All charges include basic maintenance to maintain the condition and appearance of commemorative features for the 15 year period of the scheme.

Benches & Plaques

- Existing benches (currently without a dedication) including bronze cast plaque and initial minor refurbishment where necessary.
£600 excluding VAT
- Supply and installation of a new bench appropriate to match existing style in chosen location. To be on an existing hardstanding and include a bronze cast plaque for the 15 year period.
£1600 excluding VAT
- Additional bronze cast plaque or replacement of applicant's existing plaque (within 15 year period only).
£150 excluding VAT

If you wish to make an application for a location not listed here, please return the completed pack stating the proposed location for consideration.

Please note that the Council can no longer accept the following applications:

- Provision of new commemorative benches and/or dedications for **Mill Meadows**.
- Provision of new commemorative benches for the surrounding area of **the ornamental lake in Bedford Park**.
- Provision of new commemorative benches for **Harrold-Odell Country Park**.

Location Guide for the Provision of New Commemorative Benches

In order to use more sustainable seating options in our parks and open spaces, Bedford Borough Council now use two recycled material bench options with timber effect.

These environmentally-friendly benches are far more durable than their traditional hardwood counterparts and will not rot, warp or crack.

The recycled material is also resistant to fire and vandalism.

6ft Elwood Bench

Made from Enviropol

Locations:

- The Embankment (land south of Russell Park)
- Longholme Island
- Priory Country Park
- Mowsbury Park



6ft Stanford Bench

Made from Enviropol and aluminium

Locations:

- The Embankment Promenade (black slats)
- Russell Park (brown slats)
- Bedford Park (brown slats)



Commemorative Benches - Register of Interest

Name:

Address:

Postcode:

Home Phone Number:

Mobile Phone Number:

Email Address:

Details of preferred site and location for bench:

Please select preferred option below:

Affix plaque to existing bench

New bench with plaque

Note:

Please refer to guidance document for further information and charges.

If applicable please confirm that you have completed and attached the form confirming plaque details (page 9).

Signature:

Date:



If filling in this form electronically, please save the filled-in form and email to Env.Services@bedford.gov.uk as an attachment.

Or return the filled-in form by post to:



**Business Support Team, Environmental Services
Borough Hall, Room 401
Cauldwell Street, Bedford MK42 9AP**

Details for a Cast Bronze Plaque (9 inches x 2½ inches)

Please read these notes carefully to help you in choosing your layout.

- Enter only one character per box and leave one box between each word. A punctuation mark is one character.
- Name lines are in large text and have a maximum of 22 letters and spaces
- Verse lines are in a smaller text and may have a maximum of 34 letters and spaces. The top and bottom lines have an area marked on the grid to allow for screw fixings.
- If more than 22 letters/spaces are required on a name line we will use the next line if it is otherwise blank. If there is no spare line the text may need to be reduced to the size of verse text.
- The maximum number of lines is 5 lines per memorial plaque.
- If only a short inscription is required, the height of the text can be increased to fit the plaque so it will look and read well.



Details for a Cast Bronze Plaque (9 inches x 2½ inches)

Please fill in the grid below with the details required on the plaque:

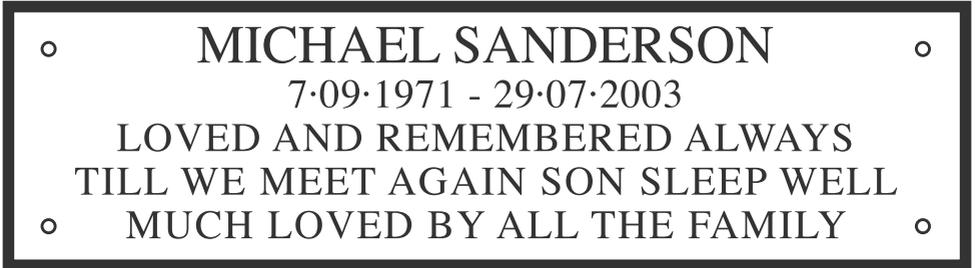


I confirm I have read the inscription and found it to be correct.

Signature:

Date:

Plaque example (not to scale):



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as an attachment.

Or return the filled-in form by post to:



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Borough Hall, Room 401
Caldwell Street, Bedford MK42 9AP

For more information:



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