



Colne Town Council Memorials Policy

Prepared by: Eugene Dennison
Adopted by Full Council: July 2021
Review date: July 2022

1 Memorials

A memorial can be an important and valued way of remembering someone special.

This policy establishes opportunities for relatives and friends to arrange for a memorial bench and/or plaque to be placed in unique locations around Colne either on Colne Town Council land or other locations it manages.

In considering these arrangements the Council aims to offer the best possible service within the resources available to it. As such, it is important that any opportunities, as well as limitations, are clearly understood and expectations managed accordingly.

2 General Information

Memorial benches and plaques can be arranged through Colne Town Council subject to the applicants meeting the full cost of this service. Costs of this service will vary depending on the type of memorial being requested and will need to provide for the purchase of the memorial by the Council, its installation, and an agreed contribution towards its ongoing maintenance.

The Council has approved benches and plaques that may be used for this purpose. Details of the approved memorials are included in Appendix A.

The Town Council aims to maintain these benches and plaques for as long as they remain serviceable and fit for purpose. This can be affected by the type of memorial selected, its chosen location, the exposure to the elements and amount of general usage it is likely to receive.

Benches are maintained in accordance with the Council's annual maintenance program. This means they are normally inspected four times per year. The benches and the base on which they stand are cleaned and may also be treated to remove any build-up of algae or grime. Wooden benches are repainted/varnished as part of a planned maintenance program, once every five years and minor repairs undertaken. Benches may be removed from site whilst repairs are undertaken or if they fall below an acceptable serviceable standard.

The Council does not undertake to replace benches or plaques that are damaged, stolen or that are, in the view of the Council, no longer serviceable.

When a bench or plaque is no longer serviceable, it will be removed and disposed of. Where a bench has to be removed but the plaque remains in good condition, the Council will attempt to pass them to

the applicant (or a family member). Alternatively, and subject to the payment of an additional fee, the plaque may be installed on a replacement bench should the applicant so choose.

All benches and plaques supplied under this scheme remain the property of Colne Town Council.

3 Location of Memorials

Approval can only be considered for memorials in existing Colne Town Council bench locations or on Colne Town Council land such as Alkincoates Park or Primet Community Centre Garden.

The applicant should indicate where they would prefer the memorial to be placed so that the suitability of the location and the surrounding area can be assessed by the Council. Should the preferred location be for any reason unsuitable or unavailable, the Council will endeavor to suggest reasonable alternative options for the applicant to consider.

The Council reserves the right to:

1. refuse an application if:
 - a) the preferred location is deemed unsuitable, or
 - b) in the view of the Council there is insufficient capacity in the preferred location to accommodate an additional bench or plaque, and an alternative site cannot be agreed.
2. Relocate a memorial should it prove necessary or prudent to do so for operational reasons (e.g., for maintenance or to provide access, or due to anti-social behaviour or to avoid damage etc.). In such cases the Council will endeavor to relocate the memorial to its original location at the earliest opportunity.
3. Memorial benches within the Conservation Area will be the same design but black in colour.

4 Memorial Benches

The Council can provide memorial benches with or without memorial plaques depending on the applicants' preferences.

5 Memorial Plaques

In general, the Council recommends that memorial plaques are fitted to new benches rather than existing benches. This is because new benches are likely to have a longer serviceable life before needing to be replaced. However, where there is no space or provision for a new bench, a request for a memorial plaque to be placed on an existing bench will be considered, provided that a suitable bench is available and is in good condition.

All memorial plaques are to be fitted to the benches back rest on the upper most lath at its center point. It must not protrude above or below the edge of the lath and in any case the plaque must not exceed the maximum permitted size of 17.5cm wide by 7.5cm high.

The proposed inscription on the plaque can be up to a maximum of twenty words and should be in keeping with a public memorial of this nature. The copy of the proposed inscription should be included within the application for approval by the Council.

6 Making an application for a Memorial.

Memorial enquiries should be submitted on a Memorial Application form available from the Council Offices or downloaded from the Colne Town Council website.

The Council aims to respond to an application for a memorial within 28 working days. When a memorial request has been approved, a letter of agreement will be sent by the Council to the applicant to ensure

all terms and conditions are clearly understood. This agreement should be signed by the applicant and returned to the Council with the fees due.

Once the signed agreement and payment are received, it may take up to 12 weeks for the installation to be completed.

7 Summary of Charges

In undertaking the provision of this service, the Town Council has established the minimum level of charges that will apply depending on the service being requested. The level of charge will be subject to an annual review.

A. Memorial Plaques

Vinyl Laminate available in either a Brass or Steel effect finish £25

(Standard memorial plaque)

A wipe clean and durable laminate with built in Ultraviolet resistance to reduce fading and surface damage.

Solid Brass From £50

Plaques priced individually. Brass plaques quickly tarnish when exposed to the elements and the Council has no provision for polishing plaques or recolouring the lettering.

Stainless Steel From £75

Plaques priced individually

B. Installation

Installing a standard memorial plaque on an existing Council bench £1142.00

This amount is to cover preinstallation maintenance, ongoing maintenance and installation of the plaque.

Installation of a standard memorial plaque on a new Ilkley Sloper bench in an existing bench location £852.00

This amount reflects the reduced maintenance requirements.

Installation of a standard memorial plaque on a new Ilkley Sloper bench at a new bench location From £1417.00

