

Memorial Bench Policy

Introduction

This policy describes how Hound Parish Council will manage requests for and the subsequent upkeep of memorial benches placed on land that it owns.

The policy will ensure that each request is treated fairly and transparently

Scope

The policy and its procedures will be applied when a request is made from a member of the public for the placing of a memorial bench on land that is owned by the parish council.

The policy will be followed by the Clerk, any other relevant employees and all councillors.

Monitoring and review

A review of the policy shall be undertaken annually; necessary amendments will be advised by the parish clerk and reviewed by the full council for approval.

Changes in the law will be monitored and, if necessary, amendments/reviews made to the policy.

General Statement

Hound Parish Council supports the principle of memorial bench installations within the open spaces it owns and controls, but is mindful that these are shared spaces and therefore it is appropriate to manage and regulate such installations. A memorial bench can either be a standard bench or a picnic style bench - final approval for the design will be at the discretion of the Council.

Requests for Memorial Benches

All applications for memorial benches **must** be completed on the official application form.

Requests for memorial benches will be delegated to the Finance & General Purpose Committee for inclusion on the next available agenda.

All requests will be considered and where possible a positive response will be given if a suitable site is available.

As sites are limited, priority will be given to requests where the individual(s) can demonstrate a strong connection to the local area.

A request for a particular location for a memorial bench may be made but the final decision will rest with the Committee according to the perceived impact that siting a bench on a

particular location might have (for example, placing a bench close to a residential property might result in noise nuisance).

Procedure for purchase, installation and ongoing maintenance

The requestor is responsible for meeting the full cost of the bench and its installation and a maintenance fee of £100 per 5 year period is due to the Council prior to installation.

To ensure uniformity in style of bench, the parish council will procure the bench and arrange for its installation. Once the request has been granted and the location of the bench agreed, the parish council will request full payment from the requester prior to ordering the bench.

The parish council will advise the requestor when the bench has been installed.

Memorial plaques

The requestor may mount a small memorial plaque on the bench, the wording of which should be advised to the parish council for approval prior to mounting. The parish council will not withhold permission unless the wording used is unsuitable.

No additional mementoes e.g. vases, statues, flowers or wreaths shall be permitted on or around the bench.

Maintenance of Memorial Benches

The parish council will be responsible for general maintenance of benches to ensure they meet health and safety requirements and will review the condition of benches on at least an annual basis.

Benches are expected to have a serviceable life of 10 years. If the bench is still serviceable after this period then it will be retained with the memorial plaque in situ until such time as it does reach the end of its serviceable period.

On reaching the end of its *serviceable life, a bench will unfortunately have to be removed - even if less than 10 years. If the original requestor can be contacted, then the memorial plaque will be returned to them and they will be informed that the bench is to be removed due to its condition.

The requestor may make a request for a new replacement bench to be purchased and installed at their cost.

The council cannot guarantee the long-term safety or security of the bench and is not responsible for the replacement of benches resulting from damage or deterioration with age.

In the unlikely event the seat is stolen, the Council shall not be responsible for providing a replacement.

**The Parish Councils decision will be final.*

Repositioning of Benches

The parish council reserves the right to relocate any benches where there is a need to do so. This may be temporary to allow works to be carried out or may be permanent where a particular issue with the siting of a bench becomes apparent over time.

Application for a memorial bench

Date of Application

Applicant Details:

Full Name

Address

Email

Telephone & Mobile Numbers

(Please notify us of any changes of address so we can contact you if we need to - this is your responsibility and by signing this form, we indemnify the parish council if they are not able to contact me due to any changes)

Name of person for dedication

Inscription for the plaque

Preferred location of the bench

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Data Protection Act:

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

Declaration:

I have read and understood all of the terms and conditions regarding memorial benches and accept them in their entirety.

Signed.....

Date.....

Print.....

For Office Use only

Application (including correct fee) Received	
Location Approved	
Memorial Bench Ordered	
Memorial Bench Installed	
Expiry of Memorial	