

Sutton-in-Craven Parish Council

Memorial Bench Policy

1. INTRODUCTION

- 1.1 Sutton-in-Craven Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
- 1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive.
- 1.3 The content of this policy will be revised as necessary to meet changing circumstances.

2. LOCATIONS

- 2.1 Parish Council owned land.

3. POLICY – Terms and Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant. They will then be authorised by the Parish Council before installation.
- 3.2 The Parish Council accepts no liability for damage caused to person(s) by memorial benches.
- 3.3 The Parish Council will limit the number of memorial benches in a particular area. Remote locations with poor access for maintenance and users will not be considered.
- 3.4 The Parish Council should they need to will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish Council is in possession of current contact details.
- 3.5 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.
- 3.6 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench. In the unlikely event, a bench is stolen, the Council shall not be responsible for its replacement.
- 3.7 Prior to installation the design must be approved by the Parish Council to be in keeping with the intended location. For avoidance of doubt it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to the Council for approval.
- 3.8 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench. The plaque shall be installed with non-return security screws. The memorial plaque inscriptions will need to be submitted and approved by the council.
- 3.9 The Parish Council accept no replacement liability for the plaque or bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.10 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 3.11 The Council will not grant applications for memorial benches to pets.
- 3.12 To insure installation is undertaken safely, to required standards, the Council will install the bench with plaque and surfacing where necessary. All costs for installation to be met by the applicant in advance.
- 3.13 Once installed, the bench shall not be removed by the donor and it may be used by any/all visitors to the recreation ground, garden or open space in which it is sited.

The Parish's recreation grounds, parks, gardens and open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore no additional mementos, e.g. vases, statues, flowers, wreaths, balloons, cards, other ornamentations, shall be permitted on or at bench location. Any such items will be removed by the Council.

Adopted

Annex 2 - Memorial Bench Enquiry Form

Please complete, print and return to: The Clerk Email:- clerk.suttonincraven@gmail.com

Section A your contact details

Name:

Address:

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Telephone:..... **Email:**.....

Section B

I would like my bench to be placed:

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Section C

Wording to be used on plaque. Please print your memorial message for the plaque below (for council approval) A maximum of fifty letters.

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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 Sutton-in-Craven Parish Council and

(name & Address)

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This letter sets out the agreement for a new bench to be placed at

(name)will accept full responsibility for the bench.

The above named will be responsible for the bench for the period of its natural life (approximately 10-years). Once the bench has reached the end of its 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, vandalism or damage and will not be able to replace or repair either the bench or plaque in this event. I understand and agree to all conditions above (including the attached Sutton-in-Craven Bench Policy) and enclose my pictorial design statement for approval.

Signed: Date.....

Contact telephone number: