



211206 Full Council – ANNEX H

ST CUTHBERT (OUT) PARISH COUNCIL

DRAFT MEMORIAL BENCH POLICY

1. INTRODUCTION

St Cuthbert (Out) Parish Council acknowledges the wish of some residents to remember loved ones with a memorial bench on one of the open spaces owned by it and it is happy to accede to such requests where possible. However, it is important that those making the request remember that public spaces are for the mutual benefit and enjoyment of all, improving wellbeing and visitor enjoyment.

2. OBJECTIVES

2.1 This policy has been produced to:

- Be respectful and sympathetic to those seeking to install a memorial bench;
- Be clear and easily understood by residents and open space users;
- Balance contrasting needs of open space users
- Ensure the open space is not compromised and the high quality of their appearance is maintained
- Establish responsibility for the maintenance, repair and replacement of memorial benches.

2.2 The policy will ensure that memorial benches and plaques:

- Are of a design and material approved by the Parish Council
- Will not cause offence to the public
- Are consistent with their surroundings

3. APPLICATION PROCEDURE

3.1 All applications for memorial benches should be made using the official application form which can be downloaded at [weblink](#) and should be signed by the Applicant. If a hard copy of the application form is required, this can be requested by phoning the Deputy/Parish Clerk on 07498 780143 or 07496 198032.

3.2 All memorial benches must be paid for by the Applicant before the installation commences.

3.3 The subject for the memorial bench must either have been a St Cuthbert (Out) parishioner immediately prior to death or have another significant connection with the parish. Details must be given on the application form.

3.4 Applications for a memorial bench cannot be guaranteed or reserved prior to the subject's death. An entry may be made on a waiting list and the application treated in order of the date the completed form was received by the Parish Clerk.

3.5 Should a request be refused and the reason given by the Asset Management Committee not accepted by the Applicant, then the Applicant has the right to request that the matter be referred to Full Council for a decision and that decision will be final.

3.6 The Parish Council will endeavour to accommodate the wishes of the Applicant regarding location of the memorial bench, but this will not always be possible.

3.7 The memorial bench and plaque will be the property of the Parish Council and not the Applicant.

3.8 The Parish Council accepts no responsibility to the Applicant if the memorial bench or plaque is damaged, vandalised or stolen.

3.9 The Parish Council reserves the right to remove or relocate memorial benches at any time. Every effort will be made to contact the Applicant in either of these circumstances.

3.10 The Parish Council will consider memorial benches for individuals, pets and significant historic events, 'significant' being determined by external expertise. (EG Wells & Mendip Museum & The Civic Society)

4. MEMORIAL BENCHES AND PLAQUES

4.1 The Parish Council will attempt to accommodate the wishes of Applicants who request a memorial bench but may have to limit the number of benches in a particular open space.

4.2 Benches and plaques must be of the type, material and colour specified by the Parish Council in order to be coordinated with any other benches already situated in the intended location.

4.3 If the bench is to be placed on grass it will usually be fitted with minimum use of concrete and the surface covered in grass. The Parish Council will arrange for all installation work to be carried out.

4.4 Memorial plaques fitted to benches are to be a maximum height of 50mm and length of 130mm and will be fitted in the centre of the uppermost lath of the back of the bench.

4.5 Memorial plaques will be bought and engraved by the Applicant. The wording is to be agreed with the Parish Council prior to engraving and a conventional font is to be used. The Parish Council will install the plaque.

4.6 The affixing of plaques to existing benches will not be permitted.

4.7 The Parish Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life, as determined by the Asset Management Committee. If the Applicant wishes to purchase a replacement bench/plaque, then he/she must follow the same application procedure contained within the current Policy.

4.8 No additional momentos (eg statues, flowers, wreaths, vases, toys, balloons etc) will be permitted on or around the bench.

4.9 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Parish Council will charge for the bench, base, material and labour at cost plus an administration charge of 10%. The Parish Council will provide the bench, all materials and labour.

4.10 Should there already be enough benches in the open space of the Applicant's choice, the Applicant may be offered an alternative choice of location for a bench installation. The list of locations is available on request.

4.11 No other types of memorial will be considered and only one memorial bench per subject will be permitted.

5. REVIEW

5.1 This policy will be reviewed after 1 year, and then every 3 years.



ST CUTHBERT (OUT) PARISH COUNCIL

Application – Request for a Memorial Bench

APPLICANT'S DETAILS	
FULL NAME:	
ADDRESS:	
POSTCODE:	
TELEPHONE: (landline & mobile)	
EMAIL:	
Relationship to the person for whom the memorial bench is dedicated	
ABOUT THE BENCH & THE SUBJECT	
DEDICATED TO:	
ASSOCIATION WITH ST CUTHBERT (Out) PARISH	
PREFERRED LOCATION: (This will be subject to Council contractors' approval)	
PROPOSED PLAQUE INSCRIPTION, IF ANY (Maximum size 130mm wide x 50mm high)	
<p>Please ensure that you notify the Clerk of any change in contact details at parishclerk@stcuthbertout-pc.gov.uk</p>	

Declaration by the applicant

I declare that I have read and understood the St Cuthbert (Out) Parish Council's Memorial Bench Policy.

Signed Date

When completed, please send to the Clerk at the address shown on the Council's website (www.stcuthbertout-pc.gov.uk)

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