



## **Landford Parish Council**

### **Memorial Bench Policy**

(Adopted at Landford Parish Council Meeting – 11<sup>th</sup> October 2023)

#### **1. INTRODUCTION**

1.1 Landford 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. The content of this policy will be revised as necessary to meet changing circumstances.

#### **2. LOCATIONS**

2.1 Parish land and in consultation with Estate and Manorial agents where appropriate.

#### **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 damages caused to person(s) by memorial benches.

3.3 The Parish Council will limit the number of memorial benches in particular areas.

3.4 All memorial benches will become the property of the Parish Council and will be entered on its Assets Register.

3.4 Applicants will be invited to submit exactly where they wish the bench to be sited but must be mindful that benches situated on roadsides are subject to Highways approval and are not solely for Parish Council approval. Benches in the New Forest are at NFNPA approval only. The Parish Council cannot guarantee a selection but will negotiate with the applicant on an acceptable site if their first choice cannot be accommodated.

3.5 The full cost of the concrete base, the bench, plaque and its installation will be met by the applicant. 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.

3.6 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Steward and the Council beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

3.7 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the County Council or Parish Council carries out ground works in proximity to the bench.

3.8 Benches will be of recycled composite plastic structure (in keeping with existing benches within the Parish) and of a design approved by the Parish Council to be in keeping with the intended location. Details of the durable 'standard' bench design, made by Glasdon UK, which are in keeping with the desire to promote recycling & sustainability are obtainable from the Parish Clerk.

3.9 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and shall fit in the centre of the upper most lath of the back of the bench. The plaque shall be of stainless steel or brass and shall be installed with non-return security screws. The wording on the proposed plaque must be submitted to the Parish Council on application to ensure it is appropriate.

3.10 The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life (expected to be about 15 - 20 years) and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

3.11 The state of the bench and plaque will be reviewed every year by the Parish Council with regards to appearance, cleanliness and safety. The Parish Council will accept responsibility to clean all benches on a yearly basis.

3.12 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

3.13 All applications for the installation of a memorial Bench will be considered at the Parish Council meeting following the submission of the Application Form and a decision will be communicated after said meeting.

#### **4. STYLE & COST OF BENCH**

4.1 Permission will only be given for the following:

- Glasdon 'Phoenix' plastic (composite) bench in traditional style (as already used within the Parish) made of recyclable materials with or without a plaque.

***This policy will be reviewed in two years or sooner should legislation dictate.***

# Annex 1 - Memorial Bench Enquiry Form

Please complete, and email to the Clerk (clerk@landford.org.uk)

## Section A

Date of application .....

Your contact details (Please supply your contact details below)

Name:.....

Address:.....

.....

Telephone:.....

E-mail:.....

## Section B

I would like my bench to be placed (please specify location in detail and provide a grid reference or use the what3words app.);

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## Section C

Memorial Plaque to be in the name of:-

.....

Please print your memorial message for the plaque below (for Council approval)

A maximum of 100 - 125 letters would be a reasonable guide to be included.

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## **Annex 2 – 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 Landford Parish Council and (name & address)**

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

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Your bench will carry a stainless steel/bronze memorial plaque or engraved inscription in the name of:-

.....

Your memorial message will read:-

.....

.....

..... (name) will accept full responsibility for the installation of the concrete base and the bench to a standard acceptable to the Council. The above named will be responsible for the bench for the period of its natural life (approximately 20 years). Once the bench has reached the end of its natural life, the bench and plaque may be removed by the Council. A request to purchase a new replacement bench or for the existing bench to remain (if in good condition) can be made at the appropriate time.

The Council will ensure the bench is cleaned annually.

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 the conditions above.

Signed .....

(PRINT NAME) .....

Signed on behalf of the Parish Council .....

(PRINT NAME) .....

Date..... Contact telephone number.....