

Alderholt Parish Council

Memorial Policy

Alderholt Parish Council understands the wish for memorial benches and will consider applications for such benches on land managed by the Council. The Parish Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

There is no legislative requirement for the provision of public memorial benches, although it is accepted that they provide a useful and valued public amenity as well as a place to sit and reflect on those loved ones who have been lost.

OBJECTIVES

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench.
- To establish responsibility for the maintenance, repair and replacement of memorial benches.
- To ensure that memorial benches are not out of place in the area in which they are situated

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

- The Parish Council will limit the number of memorial benches on land which it controls.
- All applications for memorial benches must be made on the official application form and signed by the donor. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost.
- Any applicant will be required to meet the cost of purchasing a bench along with delivery fees and an installation fee to include the cost of any materials (eg. Cement or in some cases the creation of a base). Furthermore, the applicant will be required to source the bench (and seek consent from the Council as to the style and design of the bench prior to placing the order). Delivery should be to a location and date agreed in advance by the Council.
- The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
- The Council cannot guarantee the long-term safety or security of benches and is not responsible for any replacement bench resulting from damage and vandalism or deterioration with age. In the unlikely event that a memorial bench is stolen, the Council shall not be responsible for providing a replacement.
- The Parish Council will consider each application on its merits.
- The Parish Council requires benches to be made of durable, recycled material and to be appropriate for the landscape in which they are placed. Please contact the Clerk for details of the Parish Council's preferred style of bench.
- The text and style of the inscription on any memorial plaques shall be submitted to the

Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most lath of the back of the bench.

- The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
- The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.
- The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council notified on the application form. This is to ensure compliance with both Health & Safety and insurance requirements.
- The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, the Parish Council may arrange for the removal of the memorial bench.
- The Parish Council will not be responsible for any maintenance of any memorial bench. However, if any maintenance is, in the opinion of the Clerk to the Parish Council, required, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works.
- The Parish Council reserves the right to remove or re-site memorial benches at any time.
- The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets, regrettably, will not be considered.
- Memorials will be limited to benches. No additional mementos (eg vases, statues, flowers, wreaths, balloons etc. or other ornamentation) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
- The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose or is no longer capable of repair. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
- The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.
- The Alderholt Parish Council Green Spaces Group shall be advised of any requests prior to memorial benches to be placed on Parish Council land that they oversee.

Date	Min	Action
10/10/22	APC 132/22	Created
Next Review		

Alderholt Parish Council

Application request for a memorial bench

Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone (landline and/or mobile)	
Email:	
Relationship to person for whom the memorial is being provided:	
<i>Please ensure you notify the Clerk of any change in contact details</i>	

Details of memorial bench

Dedicated to:	
Association with Alderholt Parish:	
Preferred location:	
Name, address and telephone number of the contractor who is expected to install the memorial bench:	

Product Code:	
Cost of bench (exc. VAT)	
Description & cost of fixings (exc. VAT)	
Name & address of installation contractor:	
Propose Plaque inscription, if any (max size 175mm x 75mm)	

Declaration by applicant:

I declare I have read and understood the Alderholt Parish Council Memorial Policy

Signed:.....Date:.....

When completed please return to the Clerk at
www.alderholtparishcouncil.gov.uk