

WATERBEACH PARISH COUNCIL

DRAFT MEMORIAL BENCH POLICY

For discussion at Council meeting on 3 march 2020

Following some research into what other Councils do, the paper below pulls together various provisions into a draft policy. There are a number of questions that members may want to debate such as:

- Would we want a uniform sort of bench which PC orders and which is the same as all the others or should the donor be allowed to choose while adhering to specified guidelines?
- Different styles for different parts of the village?
- Wood or recycled (or other?)
- Who installs? PC or donor
- Who would be responsible for maintenance? PC or donor? If PC should an upfront charge be made as per para 16?
- Do we want a policy on size/design/wording of the plaque?
- Should we have something about not having any other objects associated with the bench?
- How realistic is it for WPC to keep in contact with the donor over the years?

A first go at a draft policy is attached an Annex A overleaf.

MEMORIAL BENCHES

1. Waterbeach Parish Council recognises the wish for memorial benches and will consider requests for memorial benches on its land. 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
2. 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.
3. The Parish Council will only permit memorial benches to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered. Memorials will be limited to benches.
4. The Parish Council will limit the number of memorial benches on land which it controls.
5. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
6. Applications must be made on the official application form and signed by the applicant. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost. For avoidance of doubt it is advised that the applicant provides details and a picture to the Council for its approval prior to the purchase of the bench.
7. 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 slat of the back of the bench.
8. The Parish Council will consider each application on an individual basis. 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 applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
9. 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.
10. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance in the vicinity.
11. 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.
12. 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. Any maintenance carried out by a third party will be in strict agreement with the Parish Council at an agreed time.
13. The Parish Council reserves the right to remove or re-site memorial benches at any time.

14. 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. 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.

15. 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 bench being removed without further notice.

16. All memorial benches should be paid for by the applicant before the completion of the installation. A maintenance fee of £100 per 15 year period is due to the Parish Council prior to installation.

Confirmation 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 Waterbeach Parish Council and

(name & address).....
.....

This letter sets out the agreement a new bench to be placed at
Your bench will carry a stainless steel/bronze memorial plaque or engraved inscription in the name of

Your memorial message will read
.....
.....
.....

(name) will pay the sum of £100 being a contribution to the cost of insurance and maintenance for 15 years of the installed bench

The Council will be responsible for the bench for the period of its natural life (approximately 15 years). Once the bench has reached the end of its natural 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 or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my cheque for £..... and pictorial design statement for approval.

I agree to the Memorial seat policy. I agree to being contacted by, and my details being held by Waterbeach Parish Council for the purposes of this memorial bench scheme and in line with the Parish Council's Privacy Notice.

Signature

Signed..... Date.....

Contact telephone number.....