



MEMORIAL BENCH POLICY

1. Introduction
 - 1.1 **Bearsted 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 Currently, memorial benches are only permitted on Bearsted Green. However, benches can be placed in any suitable location.
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. Such applications will be held on file for the next available bench adoption or replacement. Dedications must be for people who were Bearsted residents or had a close connection to the Parish.

- 3.2 Memorial benches should be ordered and paid for by the applicant to the specification advised by the Parish Council.
- 3.3 The Parish Council will limit the number of memorial benches on Bearsted Green.
- 3.4 The Parish Council 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 beyond economical repair.
- 3.6 Minor damage will be repaired by the Parish Council at its expense if the owner of the bench is not willing to do so.
- 3.7 Benches will be of the type and colour specified by the Parish Council to be in keeping with the Green which is covered by Conservation Area rulings.
- 3.8 The Parish Council will stipulate the size and material of memorial plaques fitted to benches they shall fit in the centre of the upper most lath of the back of the bench. This is to comply with conservation area rulings.
- 3.9 The Parish Council accepts no replacement liability for the plaque or the 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.

Full name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

Please notify us of any change of name or address so we can contact you if we need to. Please refer to our website for our Privacy Statement and Data Collection Policy.

Name of person for dedication: _____

Connection to Bearsted: _____

Preferred location: _____

I agree to adhere to the specifications instructed by Bearsted Parish Council when purchasing the bench and will use an installation contractor who has been approved by the Council prior to the installation.

Signed: _____ Date: _____

Please return completed form to:
Bearsted Parish Council, Madginford Hall, Bearsted, ME15 8LH

Information Security

Bearsted Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (Please view our Privacy Notice & Retention Notice on our Parish website)