

## **Memorial Bench Policy**

### **Introduction**

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.

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.

### **Locations**

Memorial benches are considered at all suitable locations, on land that is owned by Bearsted Parish Council, that is mutually agreed between the applicant and Bearsted Parish Council.

The Parish Council will limit the number of memorial benches at any location.

### **Application Terms and Conditions**

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.

### **Maintenance and Damage Terms and Conditions**

The Parish Council will notify the applicant in the event that the memorial bench is damaged. If there is no response Bearsted Parish Council have the right to take appropriate action.

The Parish Council reserves the right to remove any memorial benches that have been damaged and are beyond economical repair.

Minor damages should be repaired by the owner of the bench and if this is not possible the Parish Council may consider repair at their expense.

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.

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

## Specification

Memorial benches and plaques should be ordered and paid for by the applicant to the specification detailed in 5.3 and be in keeping with the surroundings

Benches will be 5 feet in length and a garden bench style made of teak.

Any memorial plaque is to be 150mm x 75mm and of brass or aluminium colour. Memorial plaques fitted to benches shall fit in the centre of the upper most lath of the back of the bench. This is to comply with conservation area rulings.

A concrete base on which the bench affixes to can be laid no larger than the footprint of the bench and no thicker than 100mm.



**This policy will be reviewed every two years.**

## Memorial Bench Application Form

Applicants name:	
Applicants 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/group for dedication:	
Connection to Bearsted:	
Please give a detailed explanation for the reason a dedication is appropriate in Bearsted. (Please see 3.3)	
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 page 4 of the application to:**  
 Bearsted Parish Council, Madginford Hall, Bearsted, ME15 8LH  
[Clerk@bearstedparishcouncil.gov.uk](mailto:Clerk@bearstedparishcouncil.gov.uk)

### 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)