

Little Easton Parish Council - Memorial Bench Policy

1. INTRODUCTION

- 1.1 Little Easton 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. 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 other landowners where appropriate.

3. POLICY – Terms & 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. Applications must be for a person who has some connection with the village.
- 3.2 The Parish Council will limit the number of memorial benches in particular areas.
- 3.3 The installation of a memorial bench shall be carried out by a contractor approved by the Parish Council or Essex Highways. Installation will usually include ground anchors to attach the bench to the ground and the use of a concrete plinth where appropriate. All benches should be paid for by the applicant before the completion of the installation and the council will be responsible for arranging all installation work at the applicant's expense. Once installed, the parish council will place the seat on its asset register which is sent to our insurers.
- 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 their current contact details.
- 3.5 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the council beyond economical repair or have not been repaired within 6 weeks of the notification referred to in (3.4) above.
- 3.6 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench. The Parish Council accepts no liability for damages caused to person(s) by memorial benches.
- 3.7 Benches will be of wooden structure and prior to installation the design approved by the Parish Council to be in keeping with the intended location. For avoidance of doubt it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to the Council for approval.
- 3.8 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 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 in consultation with the applicant. 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.

FORM OF AGREEMENT FOR THE PLACEMENT OF A MEMORIAL BENCH

The agreement is for a memorial bench to be placed in a Public Area for the natural life expectancy of the bench and is between Little Easton Parish Council and:

Name: _____

Address: _____

Telephone _____

Email:

This letter sets out the agreement for 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

.....
.....
.....
.....

..... (Insert name) will accept full responsibility for the bench.

The above named 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, 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 and enclose my pictorial design statement for approval.

Signed:

Date.....

Contact telephone number:

Memorial Bench Enquiry Form

Please complete and return to:

The Parish Clerk, Little Easton Parish Council, using clerk@littleeaston-pc.gov.uk or by post to:

72 St Edmunds Fields, Dunmow, CM6 2AN

Section A – Contact Details

(Please supply your contact details below)

Name: _____

Address: _____

Telephone _____

Email:

Section B – Location

I would like my bench to be placed:

.....

Section C - Memorial Plaque

Plaque to be in the name of:

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

A maximum of 50 letters can be
included

.....

.....

.....