



## **Memorial Bench Policy**

### **1. INTRODUCTION**

1.1 Newington Parish Council will facilitate the purchase and placement of memorial benches in public open spaces owned by the Council on request, where appropriate opportunities exist.

1.2 The Council receives occasional requests from members of the public who wish to place a memorial bench within a public open space. These are often places with which individuals or families have a particular connection or special relationship. There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.

1.3 This policy recognises the need for a consistent approach to the provision of memorial benches in public open spaces. As resources available to the Council to provide public services reduce, much more consideration of the level of infrastructure that can be provided and maintained is required. A rationalisation of the range and quality of infrastructure is also needed to avoid items which are onerous to maintain or have a poor life expectancy. In addition, opportunities to provide infrastructure for public benefit in different and new ways need to be maximised.

1.4 This policy therefore continues to welcome approved benches for appropriate locations in the public open spaces. The operating principles below will ensure that requests for memorial benches are responded to in a consistent, efficient and helpful manner. It will result in appropriate bench styles being purchased and installed in appropriate locations to ensure they are easy to maintain and not unduly prone to vandalism.

1.3 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 The provision and management of all seats and benches on all public open spaces owned by the Council is the responsibility of the Amenities Committee. This policy covers the provision of memorial benches at Newington Cemetery and Newington Recreation Ground

### **3. POLICY – Terms & Conditions**

3.1 The Council provides the memorial bench in the style of the Glasdon Phoenix with or without arm rests, a heavyweight seat in a traditional design with arm rests.

3.2 The total cost of the installation of a memorial bench will include the costs of the bench, carved inscription, base, material and labour. The Council will procure the bench, all materials and labour.

3.3 Perishable items such as floral tributes, and items of no substantial value such as cards, vases, balloons and candles, are not permitted and will be disposed of without further notice as the Council sees fit.

3.4 To maintain consistent standards and a uniform presentation the Council will make arrangements for the installation of all permitted memorials. The Council does not permit applicants or third parties to install memorials.

3.5 Applicants will not be granted rights over or exclusive access to locations in which memorial benches are installed.

3.6 Memorial benches will be maintained by the Council until repair is uneconomically viable at which point the Council maintains the right to remove the bench.

3.7 The Council accepts no replacement liability for the plaque or bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of an applicant following the same application procedure provided for within this policy.

3.8 The Council will keep a register of memorial benches and it is the responsibility of the applicant to ensure that the Council is informed of any changes to contact details.

3.9 Should there already be sufficient memorial benches the Council will place the request for the installation of a memorial bench on a waiting list.

### **4. MEMORIAL BENCH PURCHASE PROCEDURE**

This procedure describes the process which will be followed from the first contact with the customer enquiry to the last contact to inform them that their memorial bench is in place.

4.1 Customer enquiries are directed to the website to view the policy and sites available and download a memorial bench enquiry form as shown. If required, an enquiry form is posted to the customer.

4.2 Customer completes the enquiry form specifying a requested location and commemorative plaque wording, and sends this by e-mail or post to the Parish Clerk.

4.3 The Amenities Committee considers the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate

in this location. If the requested location is not suitable, the nearest alternative location will be offered.

4.4 The Amenities Committee ensures that the requested bench is suitable for the location and that the plaque text is suitable for use on a public bench.

4.5 The Clerk contacts the customer to confirm or discuss the details by phone. If an alternative location is required, a letter with a map to illustrate the alternative site being offered will be sent.

4.6. On agreement, a standard agreement letter is sent to the customer to confirm arrangements and request payment.

4.7 When payment is received, the orders to purchase and install the memorial bench, for completion within 2 months of receipt of payment will be made.

4.8 Amenities Committee ensures the work has been carried out as specified, photographs the bench and ensures all information is recorded in the asset management system for future reference.

4.9. The Clerk ensures a letter and photograph are sent by post or email to the customer to notify them that the bench is in place.

This policy was adopted on 25 May 2021 and will be reviewed in two years or sooner should legislation dictate.

Reviewed: 23 May 2023