

North Mundham Parish Council

Memorial Bench Policy

1. INTRODUCTION

- 1.1 North Mundham Parish Council supports the principle 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 The Parish Council will be prepared to consider adopting benches where the proposed site is on land owned by the Parish Council. Where the proposed site is on or near the highway and subject to a licence from the West Sussex County Council (WSCC) or another highways authority the Parish Council will be prepared to consider adopting a bench where this is necessary to apply for the appropriate licence. The extent of the Council's adoption will be limited to holding the Bench on the Council's asset register for insurance purposes, and to comply with the licence requirements of WSCC if applicable.
- 2.2 The Parish Council will not adopt or control benches sited on private land, where the siting of a bench is entirely a matter for the donor and the landowner.

3. POLICY - Terms & Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the donor.
- 3.2 All memorial benches and any associated plaques should be paid for by the donor before the completion of the installation. Where the bench is installed on or adjacent to the public highway under the terms of a licence from WSCC or another authority the donor will be responsible for any installation costs. A once only fee of £100 per 10 year period is due to the Parish Council prior to installation to cover insurance and the administration of routine inspections.
- 3.3 Benches will be of the type and colour approved by the Parish Council to be in keeping with the intended location. The Parish Council may limit the number of memorial benches in particular areas.
- 3.4 Memorial plaques will be bought and engraved by the donor. The proposed inscription on the plaque or on any engraving on the Bench itself is to be subject to the approval of the Parish Council which shall have sole discretion to approve or reject.
- 3.5 The donor remains responsible for maintaining the bench to appropriate standards of appearance and safety. The Parish Council will notify the donor in the event that the memorial bench is damaged or requires maintenance. The donor should ensure that the Parish Council is in possession of current contact details for the donor or the donor's nominee who shall be responsible for maintenance.
- 3.6 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 8 weeks of the notification referred to in (3.5) above. Regular inspections by the Parish Council will determine if a

Bench is safe and fit for purpose and the Parish Council or its officers shall be the final arbiters of such a decision to remove any Bench.

- 3.7 The Parish Council accepts no liability for damage to any memorial bench from vandals or third parties. The Council's required standards of maintenance will be a requirement to keep the bench fit for purpose and clean.
- 3.8 The Parish Council will monitor Benches for a maximum of 10 years from the date of installation. After a period of 10 years the Council will contact the donor of a Bench to ascertain the future of the Bench:
- a. Retain the positioning of the Bench whilst it remains in a serviceable condition and the cost of insurance is covered.
 - b. Renewal of the Bench with a new Bench and the appropriate payment for ongoing administration and insurance.
 - c. Removal of the Bench and the return of any plaque to the donor or their family.

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, where possible returning any plaque to the donor or the donor's family. Any replacement of benches or plaques will be the responsibility of the original donor.

- 3.9 If a Bench becomes damaged or unserviceable before the 10 year period, it will be removed and the donor informed where possible. If the Parish Council can successfully claim for a replacement under the terms of their insurance, the Bench will be replaced at a cost to the donor which reflects any insurance excess payable. Otherwise the original donor will be given first option for renewing the Bench at their expense.
- 3.10 The Parish Council will keep a record of donors and their contact details for future reference in accordance with data protection laws. It is the responsibility of the donor to keep the Parish Council informed of any change of circumstance or address.
- 3.11 The Parish Council will not be liable for relocation of Benches should WSCC or any other authority or landowner decide to change their policy and rescind the permission to host Benches on their property.

Adopted on : _____ Minute Number _____

Signed: _____ Chairman North Mundham Parish Council



APPLICATION REQUEST FOR A MEMORIAL BENCH

Full Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

Please notify us of any change of name or address so we can contact you if required.

Proposed Location of bench _____

Please provide a photograph of the proposed location.

Section 115B & 115E Highways Act Licence required: YES/NO

Style of bench: Hardwood Recycled Material

Please provide photograph of proposed bench

Name of person for dedication _____

Proposed inscription _____

I agree that, once approval for a bench has been granted, I will be responsible for the purchase and installation of the bench, and the associated costs, in the style and with the associated inscription as described above. If the bench is being installed under Section 115B & 115E Highways Act Licence, the Parish Council will provide you with the contact details of approved contactors.

Administration Fee: £100.00 by cheque payable to North Mundham Parish Council or by bank transfer: North Mundham Parish Council Sort Code: 60-83-01 Account Number: 20298300

Signed: _____ Dated: _____

Please return the completed form to: North Mundham Parish Council.

Official Use

Payment Received		Dedicated to	
Location		Added to Asset Register/insurance Policy	
Installation date		Date for Review/removal	

Adopted on : 2nd February 2016

Minute Number 27.16(1)