

Wisbech St. Mary

PARISH COUNCIL

Donated Memorial Bench Policy

1. INTRODUCTION

1.1 Wisbech St. Mary Parish Council supports the needs and the 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 may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

2. LOCATIONS

2.1 Parish owned land and land within the Parish where consent can be sought with the relevant land management committees and authorities.

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 and payment in full is required prior to installation.

3.2 Memorial benches are donated for a fixed term of 15 years. Once the bench has come to the end of its natural life, the bench and plaque may be removed. The donor may choose to replace the bench at the end of the 15-year term, in which case a new agreement must be raised. The fixed 15-year term will commence when the application is approved by the Parish Council.

3.3 The Parish Council accepts no liability for damages caused to person(s) by memorial benches.

3.4 The Parish Council will consider each application on an individual basis and will attempt to accommodate the wishes of the applicant(s). The Parish Council will limit the number of memorial benches in particular areas. Remote locations with poor access for maintenance and users may not be considered and the final decision will be that of the Parish Council.

3.5 The applicant will be responsible for all the costs incurred including (but not exclusively) the purchase of the bench, the plaque and the installation.

3.6 Benches will be purchased by the Parish Council to ensure suitability for general public use and uniformity of design. On request, details of the Parish Councils approved suppliers will be provided. For avoidance of doubt it is advised that a design statement and pictorial guide be submitted along with the application.

3.7 Memorial plaques fitted to benches to be a maximum size of 175mm wide and 75mm high or shall fit in the centre of the uppermost slat of the back of the bench, or whichever is the greater. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council at the same time as the design statement for approval by the Parish Council.

3.8 The Parish Council reserves the right to remove any memorial benches that have been damaged and in the view of the Chairman beyond economical repair.

3.9 The Parish Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Parish Council carries out ground works to their land in close proximity to the bench.

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3.10 The Parish Council will attempt to notify the applicant in the event that the bench has been damaged. The applicant should ensure that the Parish Council is in possession of current contact details.

3.11 In the unlikely event that a bench is stolen, the Parish Council shall not be responsible for providing a replacement.

3.12 The Parish Council reserves the right to remove or re-site memorial benches at any time.

3.13 The Parish Council, in line with the current maintenance regime for benches, will maintain the bench. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

3.14 The Parish Council will not accept applications for memorial benches for pets.

3.15 No additional mementos e.g. vases, statues, flowers, wreaths, balloons, cards or other ornamentation shall be permitted on or at bench locations. Any such items will be removed.

4. WAITING TIME

4.1 Applications for donated memorial benches are processed all year round. On receipt of a request the Parish Council will respond within 10 working days. Once an application has been approved it may take up to 12 weeks for the installation of a bench and plaque. Severe weather conditions and unprecedented situations e.g. COVID-19 may extend this period and the donor will be kept informed during this time

4.2 The Council will keep a record of donors and their contacts details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to notify the Parish Council of any changes to their contact details.