

NEWENT TOWN COUNCIL

POLICY FOR PROVISION OF MEMORIAL BENCHES

Adopted by the Council on 14th September 2020

(Reviewed 26th September 2022)

(To be reviewed at least every three years)

Overview

The Town Council often receives requests from members of the public who wish to place a memorial bench in public open spaces owned by the Town Council.

The following procedure should be followed by anyone wishing to apply for a memorial bench within the Parish of Newent.

The policy recognises the need for a consistent approach to the provision of memorial bench requests. Consideration of the level of infrastructure that can be provided and maintained is required.

Applications can be made for the Lake, Arboretum and Newent Cemetery. The Town Council will limit the number of benches installed at each site. The Town Council has the right to refuse an application on this basis.

Applications

All applications for memorial benches must be completed on the official application form and signed by the applicant.

The Council will not grant applications for memorial benches to pets.

Process

Once an application has been received, the request will be considered at a Full Council meeting.

The location in which the bench will be placed is determined by the Council, dependant on availability.

If the application is approved and location agreed, an agreement letter will be sent to the applicant to confirm arrangements, cost and request payment.

The purchase and installation will be completed within 2 months of receipt of payment and will be organised by the Town Council.

Applicants will be notified once the bench has been installed.

Cost & Payment

The cost of the bench will vary depending on which site you choose and the availability from suppliers. The overall fee covers the purchase, delivery and installation of the memorial, together with the ongoing minor repair and maintenance for the 10-year period.

Payment is required within 14 days of the agreement letter being sent. Cheques should be made payable to Newent Town Council.

Locations for benches

Applications will be considered for the Lake, Arboretum and Newent Cemetery.

Whilst the Council tries to accommodate a bench at a requested location, it cannot be guaranteed. The Town Council will limit the number of benches installed at each site. The Town Council has a right to refuse an application on this basis.

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

Plaques for benches

It will be possible to have a small metal plaque identifying the memorial bench. This will be ordered at the time of purchasing the bench and the wording will need to be approved by a representative of the Town Council.

Plaques will be metal and will be brass or silver in colour, measuring up to 15cm x 7.5cm.

Upon the end of the 10-year period, any memorial plaques shall be removed. The Council will contact the applicant at the last known address and the plaque may be collected by the applicant or the plaque will be relocated.

Mementoes

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons, or other ornamentation etc., shall be permitted on or around the bench. If these are placed on or around the bench they will be removed and disposed of without reference to the original applicant.

Maintenance

Once the memorial bench is accepted on the Council's land it becomes the property of the Town Council, who will then manage it along with all the other street and park furniture on the site.

Whilst every effort will be taken to ensure that the bench is retained in good order, the Town Council will not be held liable for any replacement required should it become damaged.

The Council reserves the right to remove any memorial bench that has been damaged and is in view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches or plaques from vandals, or third parties.

Benches

The Council will only accept benches that are in keeping with existing benches of the particular site. Benches for the Arboretum will be more rustic.

Installation Period

All memorial benches are based on a 10-year life. The bench will be permitted for a maximum period of 10 years. Following expiry of this period the Council reserves the right to remove the bench, particularly if requests are made by further donors to offer new benches in replacement. This rotation also serves to allow memorials of this nature to be available to donors in dedication to future loved ones.

Conditions

Newent Town Council reserves the right install benches where suitable, but will, where appropriate, accommodate requests.

Once installed donors cannot request a bench to be repositioned or removed. The Council has the right to reposition if necessary and should bench become unsafe, Newent Town Council reserves the right to remove immediately in the interest of health and safety.

Newent Town Council will maintain responsibility for the memorial bench and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required, due to fair wear and tear.

Memorial Bench Application Form

Section A - Applicant Details

Application Name	
Applicant Address	
Telephone Number	
Email	

Section B – Preferred location

Area	Please tick
Newent Lake	
Arboretum (Bradford's Lane)	
Cemetery (Watery Lane)	
Please add any specific area details for consideration;	

Section C – Memorial Plaque

The plaque will be attached to the bench by the Town Council

Details of inscription (Please use exact wording/format)
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Please note: To ensure that we can contact you should the need arise, any change of name or address should be notified to the Town Council quoting the reference number which will appear on all documentation after your application has been processed.

Data Protection Act: Any personal data received will only be used in relation to the memorial bench. A full copy of the Council's privacy Policy is available on the town Council's website www.newenttowncouncil.org.uk or can be obtained by contact the Council Office on 01531 820638

For Office Use Only

Application reference number:	
Date Application Received:	
Council decision - Council minute reference:	
Payment Received & Receipt Number:	
Payment Received & Receipt Number:	
Date bench installed:	