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## **Hartlebury Parish Council – Memorial Bench Policy**

This policy was updated at the Parish Council meeting on 4th June 2024

### **1 Introduction**

The 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.

Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of the policy will be revised as necessary to meet changing circumstances.

### **2 Locations**

Parish Land and in consultation with Estate and manorial agendas where appropriate.

### **3 Policy Terms and 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.

3.2 Benches are to be sustainable and prior to installation the design approved by the Parish Council to be in keeping with the intended location and recent additions . For avoidance of doubt it is advised that prior to the purchase of the bench that a design statement and pictorial guide be submitted to the Council for approval.

3.3 The costs for all groundworks and fixings are to be covered by the applicant and are to be of a suitable standard in order to fix the bench in place safely and securely.

3.4 The Parish Council may limit the number of memorial benches in particular areas.

3.5 Memorial plaques fitted to benches to be a maximum of 175mm wide by 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The plaque shall be installed with non-return security screws or the bench may have a discrete marking imprinted into the material instead.

3.6 The Parish Council accepts no liability for damages caused to persons by memorial benches.

3.7 The applicant should ensure that the Parish Council is in possession of current contact details should they need to notify the applicant if the bench is damaged.

3.8 The Parish Council reserves the right to remove any memorial benches that have been damaged and are beyond economical repair or have not been repaired within 4 weeks of notification to the applicant of the necessary repair.

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

3.10 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. Any replacements of benches or plaques will be the responsibility of the original applicant. The Parish Council can choose to replace a bench/plaque at their cost if they deem it an appropriate action. This must be agreed at a Parish Council meeting.

3.11 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.