

# Chelmondiston Parish Council

[www.Chelmondiston.suffolk.gov.uk](http://www.Chelmondiston.suffolk.gov.uk)

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## Memorial Bench Policy

### PURPOSE AND SCOPE

Chelmondiston Parish Council supports the principle of allowing memorial benches within the Parish and will manage and regulate the process. This policy effects all benches/picnic tables/plaques that are approved by the Parish Council from September 2020.

### LOCATION

Parish Council Land: The Parish Council is prepared to maintain overall control of siting benches/ picnic benches and will adopt those on Parish Council land.

Other Land: Where the proposed site is on or near the highway and subject to a licence from Suffolk County Council (SCC) the Parish Council is prepared to consider adopting a bench where this is necessary to comply with the appropriate licence. A copy of the licence should be sent to the Clerk.

The Parish Council will not adopt or accept any responsibility for benches placed on private land.

### TERMS AND CONDITIONS

All applications for memorial benches/picnic benches should be completed on the official request form and signed by the donor. Applicants should provide information about the manufacturer, preferred style/type of bench, product code and cost (including fixings and installation but excluding VAT). The Parish Council will consider each bench on its merits. While it does not automatically expect a uniform style of bench in any one location, the Parish Council may choose to require it.

All benches and associated plaques should be paid for by the donor prior to installation by BACS, online or cheque payment. Where a bench is installed under the terms of a licence from SCC or another authority, the donor will be responsible for any additional costs.

An additional once only fee of 50% of the bench cost is also required by the Parish Council prior to installation to cover insurance, routine inspections and maintenance costs for the life of the bench.

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

The inscription on memorial plaques must be approved by the Parish Council.

The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named persons on the request form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.

The Parish Council retains the right to re-site a bench should this become necessary.

The Parish Council accepts no liability for damage to benches by a third party.

If the bench becomes damaged and the Parish Council can successfully claim for a replacement under the terms of its insurance, the donors will be contacted if possible. If requested by the donor, the bench will be replaced at a cost to the donor which reflects any insurance excess payable.

The Parish Council will not be liable for relocation of benches should SCC, or any other authority, decide to change its policy and rescind the permission to host benches on their property.

The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to your bench being removed without further notice.

**Adopted:**