



EVENLEY
PARISH COUNCIL
www.evenleypc.org.uk

MEMORIAL BENCH POLICY

All requests for memorial benches on green spaces in Evenley will be fully considered by the Parish Council.

OBJECTIVES OF THE POLICY

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by applicants
- To maintain and enhance the appearance of green spaces and not detract from its prime recreational purpose
- To clearly establish the responsibility for maintenance, repair and replacement of memorials

TERMS AND CONDITIONS

1. All requests should be made in writing to the Parish Clerk – clerk@evenleypc.org.uk
2. The donor will be expected to meet the cost of purchasing and installation of the bench and plaque(s). A bench will be selected in consultation with the donor, of a type and standard approved by the Parish Council.
3. All memorial benches should be paid for by the applicant before the completion of the installation.
4. The Parish Council will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that Evenley Parish Council is in possession of current contact details.
5. The 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 30 days of the notification referred to in (3) above.
6. The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance on green spaces.
7. There is a maximum number of memorial benches. The Council will limit the number of benches in the village to 20 in total. The Council reserves the right to refuse applications on this basis.
8. Benches will be of the type and colour specified by the Council to be in keeping with the intended location.
9. Memorial plaques fitted to benches to be a maximum size of (175mm wide x 75mm high) or shall fit in the centre of the upper most lath of the back of the bench or whichever is the smaller.
10. The Parish Council in line with the current maintenance regime for benches will maintain the bench. The 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 who will be notified by the council of the intended removal date. If no response is received within 30 days, then the plot will be made available to other applicants.
11. Any maintenance carried out by a third party shall be by strict agreement with the Council and by appointment only.

Adopted on 6th November 2017

Reviewed 17th May 2021 – no changes