



BARTON-LE-CLAY PARISH COUNCIL **MEMORIAL SEATS AND BENCHES POLICY** **FOR PARISH COUNCIL OWNED LAND**

1. Introduction

Barton-le-Clay Parish Council supports the needs and principles of allowing memorial benches in its open spaces. The purpose of the policy is to ensure a clear, measurable, and sympathetic approach to the management of our open spaces is adopted which takes account of the needs of all users. The Council is mindful that these facilities are enjoyed by a wide range of people and will therefore ensure that the issue is managed and regulated for the mutual benefit for all through this policy.

There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.

Barton-le-Clay Parish Council is responsible for the provision and management of all seats, benches across its open spaces. Under no circumstances should any individual install a memorial seat on Barton-le-Clay Parish Council owned land without prior consent. Such items will be removed without notice or guarantee of a safe return.

The Policy recognises the need for a consistent approach to the provision of memorial benches in its open spaces and this Policy is intended to provide:

- Guidance for managing existing and new benches on Parish Council owned land *and*
- Guidance for individuals seeking to purchase a memorial bench for a Parish Council owned location when they become available.

This Policy will be made available to the public via the Parish Council's website and all applicants will be issued with a copy.

This Policy is not exhaustive and is subject to change. It will be reviewed regularly and updated as necessary.

2. Locations

The maximum number and permitted locations of the seats and benches has been agreed by the Parish Council. The Council will limit the number of benches in particular areas so that they shall not detract from the prime purpose of the open space.

The Parish Council cannot guarantee a location for a bench or seat but will liaise with the applicant prior to installation to ensure that a suitable location and style of bench is agreed. A list of approved benches/seats is provided in Appendix 1.

3. Maintenance, Repair and Lease Period

The Parish Council's standard of maintenance will be accepted as keeping the seat fit for purpose and clean. This will involve occasionally removing algae and lichen, removing graffiti, and repairing minor faults within resources available. Some older, existing style seats will continue to be treated annually. New seats have been chosen for their durability without the need for regular painting or treatment.

All memorial benches are based on a 10-year lease period and can be renewed after this period if the applicant wishes and after the appropriate fee has been paid.

The fee covers the purchase, plaque (if required), delivery, and installation of the memorial together with an ongoing repair and maintenance fee for the 10-year period (from the date of installation).

All seats and benches will be maintained by the Parish Council for a period of up to 10 years (from the date of installation), after which the seat/bench/plaque may be removed.

If a seat or bench reaches a state of disrepair before a period of 10 years, the Parish Council will attempt to contact the owner* and ask if they would like to cover the cost of replacement or whether the memorial should be removed.

***Please note:** it will be the responsibility of the memorial owner to ensure that the Parish Council is kept informed of any changes to contact details. If the Parish Council is unable to contact a memorial owner regarding a seat/bench that reaches a state of disrepair before a period of 10 years is reached, the Parish Council reserves the right to remove the memorial.

The Parish 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 4 weeks of the notification to the applicant.

The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.

After a period of ten years the memorial owner will be contacted and have first refusal for the renewal of a new bench/seat at the same location.

4. **Permitted Memorial Types - Seats and benches**

Memorials may be in the form of a bench with a back rest with/without arms or a bench without a back rest or arms, or a picnic table with benches.

Barton-le-Clay Parish Council aims to establish and maintain continuity throughout the Village and open spaces. If a request for a memorial bench is approved, the style will be in line with the existing type of benches in that area from the Councils approved list. See Appendix 1.

One memorial plaque is permitted per bench. The maximum size and number of characters varies and is dependent on the bench type. Please refer to Appendix 1.

5. **Memorial Assessment, Approval and Purchase Procedure**

This procedure describes the process which will be followed from the first contact with the applicant to the last contact to inform them that their memorial is in place.

- 5.1 Interested applicants that contact the Parish Council will be sent a copy of the Memorial Bench Policy and asked to complete the Memorial Bench Application Form. The Form includes: the applicants contact details, choice of memorial and preferred location, if an engraved plaque is required then the details of the inscription and they will be asked to provide information about the remembered. The following questions form part of the assessment criteria:

- How long was the individual connected to Barton?
- What local community activities did the individual play a prominent role in and for how long? *Examples of community activities might have been school roles, faith groups, charity or community group trustee/volunteer, business owner, councillor?*
- What connection does the individual have to the requested memorial site?

- 5.2 A Barton-le-Clay Officer will consider the request alongside the application criteria and make a recommendation to the Council.

- 5.3 All applications are considered on a case-by-case basis.
- 5.4 All decisions are final and at the discretion of Barton-le-Clay Parish Council, subject to availability of spaces.
- 5.5 Following Committee approval, Barton-le-Clay Parish Council Officer will contact the applicant.
- 5.6 All memorials must be paid for in full by the applicant before any items are ordered, delivered, and installed.
- 5.7 Prior to purchase, Barton-le-Clay Parish Council will provide all applicants with a full quotation.
- 5.8 Barton-le-Clay Parish Council will purchase seats/benches from their approved suppliers on behalf of the applicant.
- 5.9 The cost of seats, benches and any associated installation items i.e. ground fixings, materials and delivery are subject to change. A £250.00 charge will be made to cover administration, installation and maintenance of benches.
- 5.10 Once the applicant has agreed to the costings, Barton-le-Clay Parish Council will invoice the applicant. Applicants are required to provide a full postal address for the invoice.
- 5.11 Once payment has been received, Barton-le-Clay Parish Council will order the items and inform the applicant when they can expect delivery and installation.
- 5.12 Barton-le-Clay Parish Council will enter into a written agreement with successful applicants detailing the conditions of tenure and removal.
- 5.13 Barton-le-Clay Parish Council will ensure that a photograph is taken of the memorial upon installation and will add it to its asset register for future reference.

6. General Rules

No flowers or other tributes shall be placed on the bench/seat. In the event that a tribute is left, it shall be removed by Barton-le-Clay Parish Council immediately and disposed of.

Scattering or burial of cremated remains are not permitted on or by any memorial bench/seat. The bench is the memorial itself and no additional plaque other than that agreed, will be permitted.