

### Memorial Bench Policy

1. Crowhurst 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.
2. It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
3. Benches will normally only be located on land owned by Crowhurst Parish Council.
4. All applications for memorial benches should be made via the request form. This will then be authorised by the Parish Council before installation.
5. The Parish Council accepts no liability for damages caused to person(s) by memorial benches.
6. The Parish Council may choose to limit the number of memorial benches in particular areas.
7. The Parish Council will notify the applicant if the memorial bench is damaged. The applicant should, therefore, ensure that the Parish Council is in possession of current contact details. The applicant is responsible for the bench for the period of its natural life (approximately 15 years).
8. The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (7) above.
9. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
10. Benches will be of agreed construction and prior to installation the design approved by the Parish Council to be in keeping with the intended location. For avoidance of doubt, it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to Council for approval.
11. Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the uppermost lath of the back of the bench, or whichever is the greater. The plaque shall be installed with non-return security screws.
12. 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.
13. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
14. This policy will be reviewed every 5 years.

**Memorial Bench Enquiry Form**

Please complete and return this form to: The Parish Clerk, Crowhurst Parish Council

Applicant’s Name: .....

Address: .....

.....

Telephone: ..... E-mail: .....

I would like my bench to be placed in the following location:

.....

Plaque to be in the name of .....

Please print your memorial message for the plaque below (for Council approval).  
*(Maximum of 50 letters can be included).*

.....

.....

I, (insert name) ..... will accept full responsibility of the bench. I will be responsible for the bench for the period of its natural life (approximately 15 years). Once the bench has reached the end of its natural life, the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft, vandalism or damage and will not be able to replace or repair either the bench or plaque in this event. I understand and agree to all the conditions above and enclose my pictorial design statement for approval.

Signed .....

Date .....

Contact telephone number .....

E-Mail .....