

HALE PARISH COUNCIL

MEMORIAL BENCH POLICY

1. **Purpose and Scope**

Hale Parish Council (HPC) supports the principle of allowing memorial benches

within the Parish and will manage and regulate the process.

**2. Location**

2.1 Parish Council Land: The Parish Council is prepared to maintain overall control of siting benches and will adopt those on Parish Council land and land for which the Council accepts responsibility and control.

2.2 Other Land: Where the proposed site is on or near the highway and subject to a licence from Hampshire County Council (HCC) 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.

2.3 Where the proposed site has a protected status requiring the approval of Natural England HPC is prepared to apply for the necessary approval on behalf of the applicant.

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

**3. Terms and Conditions**

3.1. All applications for memorial 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 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, HPC may choose to require it.

3.2. In selecting a bench applicants should have regard to the character of the immediate locality, the protections in place and any restrictions on materials that can be used in ground fixings.

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

3.4. 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.

3.5. The Parish Council may limit the total number of benches provided and the number in any one location.

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

3.7. 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.

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

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

3.10. 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.

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

3.12. 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 a bench being removed without further notice.

JM Sept 2019

**Review Date**

Sept 2021