



**POLICY FOR THE PLACING
OF MEMORIAL BENCHES ON
PARISH COUNCIL LAND**

Lee Hurst

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1. BACKGROUND

The Parish Council sometimes receive requests from members of the public (referred to as the Donor) who wish to place a seat on land belonging to the Parish Council, usually in memory of a member of their family.

A form for completion by the Donor is attached to this policy and must be returned to the office to enable the necessary arrangements to be put in place to agree the installation of the seat.

2. GENERAL POLICY

Benches or seats may only be placed on any land belonging to the Parish Council with prior permission of the memorial and benches working party of the Leisure, Amenities and Burials Committee. The following regulations must be adhered to:

- The exact location and design of the seat or bench must be agreed and the seat or bench must not be erected or installed until written permission from the Council has been made to the Donor.
- Memorial plaques are permitted however the design and wording would need to be approved by the Council. The only material allowed is bronze. Seats may also have a memorial engraved into the top bar of the wooden seat. The wording of such memorials will need to be agreed with the Council.

At the time of updating this policy we only allow 5 memorial benches at Theobalds Green Burial Ground of which 3 are already in place. Applications for the remaining 2 spaces will be for siting on the northern end of the burial ground, in front of the hedge. At St Bartholomew's burial ground there is currently no space for any more benches, however this may change as current benches may need replacing in the future.

The placing of flowers – either real or artificial – is unfortunately not allowed on memorial seats and if placed there, they will be removed.

3. APPROVED TYPES

The Parish Council allows the following type of seat at their burial grounds – hardwood, 1.5m in length. The seat must be robust and made of sustainable timber.

Seats made from recycled plastic are not allowed at the burial grounds but may be considered at other Parish Council sites. The following type of recycled plastic seat would be allowed – black or brown plain design without mouldings, 1.5m in length.

Once agreed, the approved seat can be ordered by the donor for delivery to our Grounds Maintenance Contractor, Agrifactors (Southern) Ltd, Streetfield Farm, Cade Street, Heathfield, TN21 9BS. A proof of the memorial wording will need to be signed by the donor to confirm that it is correct.

4. INSTALLATION AND MAINTENANCE

All seats must be installed by the Parish Council's Contractor – Agrifactors (Southern) Limited and the cost for this can be obtained from them, payment would then need to be made to the Parish Council who would reimburse Agrifactors. This is to ensure that the seat is fixed to the ground in a proper manner in order to meet health and safety requirements and to ensure the safety of members of the public.

Once installed, seats will be maintained by the Council for a number of years until, due to the state of the seat, it isn't cost-effective for the Council to continue to maintain it. After that time, the Council reserves the right to either replace with a plain seat or bench or, alternatively, not replace it at all.

If the Donor wishes, their contact details may be kept on file for the purpose of notifying him/her if repair or replacement to their memorial seat is necessary. The Donor must indicate that they wish their personal data to be retained for this purpose, by completing and signing the appropriate consent form to comply with GDPR.

HEATHFIELD AND WALDRON PARISH COUNCIL

REQUEST FOR MEMORIAL BENCH OR SEAT

Name

Address

Tel no.

Email Address

Proposed siting of the bench/seat

Preferred size, design and materials to be used

Memorial (please delete as appropriate)

Bronze plaque with in-relief lettering Engraved into seat

Proposed wording

I confirm that I have read and understand the Council's Policy for the placing of memorial benches and agree to the terms and conditions therein.

Signed

Dated

For Office Use:

Received:

Approved:

Installed: