

Ludgvan Parish Council

Bench Policy

(Reviewed and adopted, February 2022)

1. Ludgvan Parish Council recognises the wish for memorial benches and will consider requests for memorial benches on its land. In some instances it may also be possible for benches to be sited on land owned by others (eg highways land), dependent on gaining relevant permissions.
2. This policy has been produced with the following guiding principles:
 - to be respectful and sympathetic to those seeking to install a memorial bench
 - to establish responsibility for the maintenance, repair and replacement of memorial benches
 - to ensure that memorial benches are in keeping with their location
3. The content of this policy may be revised as necessary at the discretion of the parish council. The policy covers broad issues and is not meant to be exhaustive.
4. The parish council will only permit memorials to individuals or, in exceptional circumstances a historical event. Applications for memorials to pets will not be considered. Memorials will be limited to benches.
5. The applicant will be responsible for all costs incurred including the purchase of the bench, plaque and installation.
6. Applications are to be made on the application form appended to this policy. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost. For avoidance of doubt, it is advised that the applicant provides details and a picture to the council for its approval prior to the purchase of the bench.
7. The parish council will consider each application on an individual basis, and may choose to limit the number of memorials in a particular area. The applicant may request a particular siting for the memorial bench and if that location is not permitted, then an alternative will be suggested, at which point the applicant is able to decide whether to proceed with a bench in the alternative location.
8. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the parish council, as notified on the application form. This is to ensure compliance with health and safety, and insurance requirements.
9. The parish council accepts no liability for damage to any memorial bench by third parties or by the parish council's contractors when carrying out routine maintenance in the vicinity.

10. The parish council accepts no responsibility if a memorial bench is damaged or stolen. Any damage will be notified to the applicant. If the damage has not been repaired within 4 weeks of this notification, the parish council may arrange for the removal of the memorial bench.
11. The parish council will not be responsible for any maintenance of any memorial bench. If maintenance is, in the opinion of the clerk to the parish council, needed, the applicant will be informed and given a period of 4 weeks in which to complete the necessary works. Any maintenance carried out by a third party will be in agreement with the parish council at an agreed time.
12. The parish council reserves the right to remove or re-site memorial benches at any time. The applicant will be informed.
13. The parish council will carry out 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 applicant will be informed. Any related inscribed plaque will be returned to the donor, or disposed of if contact cannot be made.
14. The parish council will keep a record of donors and their contact details, with records kept in accordance with the General Data Protection Regulation. It is the responsibility of the donor to provide the clerk with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice, should contact not be able to be made readily.
15. All memorial benches must be paid for by the applicant before the parish council places the order for the bench. An administration fee of £100 for the expected 15 year period when the bench will be in place is due to the parish council prior to installation.

Application form attached, below.

Application to Ludgvan Parish Council – request for a Memorial Bench

Applicant's details

Your full name:	Address & postcode:
Telephone (landline and mobile):	Email:

Details of the Memorial Bench

Dedicated to:	Association with Ludgvan Parish (if applicable):
Preferred location	Proposed bench style/name
Contact details of manufacturer of the bench:	Product code and cost of bench (exc. VAT)
Description of fixings (including paving stones / concrete base)	Cost of fixings (and base), and installation excluding VAT <i>(Note also the £100 admin fee to the parish council)</i>
Name, address, tel no and email of the contractor who is expected to install the memorial bench.	
(Let us know if you would be happy for the council's usual contractor to do so and we can give you their contact details)	
Proposed plaque inscription, if any. (max size 175mmx75mm)	

Declaration by the applicant

I declare that I have read and understood the Ludgvan Parish Council's Memorial Bench Policy.

Signed: Date:

This application to be sent to the Clerk at email: clerk@ludgvan.org.uk

(If it is difficult to email the form itself, an email containing all the information requested can be sent)

To send by post: Ludgvan Parish Council c/o 19 Carnhell Road, Gwinear, Hayle TR27 5LB