

# Pilning & Severn Beach Parish Council

6 Vicarage Road, Pilning, Bristol BS35 4LN

T: 01454 631499 or 07562 691164  
E: clerk@pilningsevernbeach-pc.gov.uk

## Document Control

Version 1

Agreed November 2023

Next Review date: June 2025

## MEMORIAL BENCH POLICY

### Background

Pilning & Severn Beach Parish Council recognises the wish for memorial benches and will consider applications for such benches on land managed by the Council. The Parish Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

### Objectives

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 not out of place in the area in which they are situated

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

1. The Parish Council will limit the number of memorial benches on land which it controls.
2. All applications for memorial benches must be made on the official application form and signed by the donor. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost.
3. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
4. The Parish Council will consider each application on its merits. Whilst the Parish Council will not automatically expect a uniform style of bench in any one location, the Parish Council may choose to require it.
5. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 200mm wide by 50mm high and shall be fitted in the centre of the upper most lath of the back of the bench.
6. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
7. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.
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



notified on the application form. This is to ensure compliance with both Health & Safety and insurance requirements.

9. The Parish Council accepts that the bench is gifted to it for its future care. However, if the memorial bench is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). The Parish Council will aim to have any damage repaired within four weeks of any notification, in extreme circumstances the Parish Council may need to arrange for the removal of the memorial bench.
10. The Parish Council reserves the right to remove or re-site memorial benches at any time.
11. 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.
12. Memorials will be limited to benches. No additional mementos (e.g., vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
13. 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 person(s) on the application form 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 in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.



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## Application – Request for a Memorial Bench

### Applicant's details

<b>Full Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone: (landline and mobile)</b>	
<b>Email:</b>	
<b>Relationship to the person for whom the bench is being provided to remember:</b>	
<b>Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary</b>	

### Details of the Memorial Bench

<b>Dedicated to:</b>	
<b>Agreed location</b>	
<b>Name and address of the manufacturer of the bench:</b>	
<b>Proposed bench style / name:</b>	
<b>Product code:</b>	
<b>Cost of bench: (excluding VAT)</b>	
<b>Description and Cost of fixings: (excluding VAT)</b>	

<b>Name, address and telephone number of the contractor who is expected to install the memorial bench:</b>	
<b>Proposed plaque inscription (max size 200mm x 50mm) (if any)</b>	

**Declaration by the applicant.**

I declare that I have read and understood the Pilning & Severn Beach Parish Council's Memorial Bench Policy.

Signed:
Name in block capitals:
Date:

**When completed, please send to the Clerk to the Parish Council at the address shown at the top of the application form**