



Longwick-cum-Ilmer
Parish Council

Memorial Bench Policy

1. INTRODUCTION

Longwick cum Ilmer Parish Council aims to ensure a clear, structured and sympathetic approach to the management of memorialisation to parishioners on land that it owns. This also needs to account for the sometimes-contrasting needs of a variety of users.

The policy also seeks to ensure that memorial benches are installed which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location. The policy will establish responsibility for maintenance, repair and replacement.

Any applications or queries on memorialisation should be made to the Clerk at 07521 161 645 and/or clerk@longwickcumilmer.org.uk

2. APPLICATION PROCESS FOR MEMORIAL BENCHES

In the first instance, the applicant should read this policy and then contact the clerk for an application form. The applicant will be asked, at a minimum, to confirm the following:

- a) That the applicant is the next of kin or executor for the person being memorialised
- b) Name contact details of applicant and name of person being memorialised
- c) Confirmation that person being memorialised was a resident of Longwick cum Ilmer, or otherwise
- d) The full plaque inscription
- e) Preferred style of bench, and colour
- f) Preferred bench location and position, and any alternative locations
- g) Confirmation of commitment to onward maintenance of the bench (see Conditions)
- h) Name of contractor chosen to install the bench
- i) Acceptance of all Conditions

The clerk will present the application to Longwick Parish Council at the next council meeting for consideration of approval. Longwick Parish Council councillors may have further questions of the applicant before approval can be given; best attempts will be made not to prolong the decision-making process.

3. CONDITIONS FOR MEMORIAL BENCHES

- (a) Applicant is required to maintain the bench for the duration of its life
- (b) Applicant should ensure that Longwick Parish Council is always in possession of current contact details
- (c) The rights to the placement of the bench remain those of the applicant and cannot be passed to others unless specifically agreed by Longwick Parish Council and the applicant
- (d) Person being memorialised must have been a resident of Longwick cum Ilmer – exceptions on a case by case basis
- (e) Applicant is required to pay for bench, plaque, and all installation costs
- (f) Method of installation to be agreed by Longwick Parish Council; eg on paving slabs, on concrete foundation
- (g) Contractor installing the bench must be approved by Longwick Parish Council
- (h) Bench style/colour to be approved by Longwick Parish Council; must be in-keeping with the area
- (i) Bench plaques to be maximum size: 175mm x 75mm in the centre, upper most bench slat
- (j) Plaque inscription to be approved by Longwick Parish Council; Longwick Parish Council reserves the right to refuse applications on this basis
- (k) Longwick Parish Council will not grant applications for memorial benches to pets
- (l) Longwick Parish Council will limit the number of benches in some areas: final decision by council
- (m) Location/position to be chosen to maximise the benefit and development of the village
- (n) No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

4. ONGOING MAINTENANCE OF MEMORIAL BENCHES

- (a) Longwick Parish Council will contact the applicant in the event that the bench is damaged or beyond repair
- (b) Damage to bench must be resolved by the applicant with no cost attributed to Longwick Parish Council
- (c) Longwick Parish Council reserves the right to remove a bench if:
- (d) In the view of the clerk or council, it is deemed to be beyond economical repair
- (e) If it has not been repaired within 2 months of alerting the applicant using the contact details provided, unless an action plan to repair/replace the bench has been agreed within those 2 months
- (f) If the bench is deemed to be dangerous or a risk to the public we will carry out action and then look to recover the costs – this could result in the bench being removed immediately
- (g) Longwick Parish Council accepts no replacement liability for the bench or plaque at the end of its life and will dispose of any such bench
- (h) In the event that a damaged bench is removed, Longwick Parish Council will offer the applicant the option to place a new bench; if the applicant cannot be contacted using the provided contact details, after a period of 3 months, Longwick Parish Council reserves the right to offer the bench place to another applicant.

5. TREE AND SHRUB MEMORIALS

Longwick Parish Council regrets that no tree or shrub memorials are permitted. Unauthorised placement of trees or shrubs on Longwick Parish Council land may result in them being removed without notice.

6. OTHER TYPES OF MEMORIAL

Longwick Parish Council regrets, but no other type of memorial other than those listed above will be considered for installation on Longwick Parish Council land.



*Longwick-cum-Ilmer
Parish Council*

APPLICATION FOR A MEMORIAL BENCH

Date of Application:	
Applicant Full Name:	
Address: (Please notify us of any change of address so we can contact if we need to)	
Email:	
Telephone Number:	
Name of person for dedication:	
Inscription for the plaque:	
Preferred location of the bench:	

Data Protection Act:

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

Declaration:

I have read and understood all of the terms and conditions regarding memorial benches and accept them in their entirety.

Name of Application: _____

Signed: _____

Date: _____