



HAILSHAM TOWN COUNCIL MEMORIAL BENCH POLICY

1.0 INTRODUCTION

1.1 Hailsham Town Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Town Council will ensure that the issue is managed and regulated for the mutual benefit of all.

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

2.0 LOCATIONS

2.0 Memorial Benches can usually only be placed on Town Council owned land, although opportunities for them to be located in other areas may be possible subject to consultation with other land-owners where appropriate.

3.0 TERMS & CONDITIONS

3.0 All applications for memorial benches should be completed on the official request form and be signed by the applicant.

3.1 All memorial benches must be paid for by the applicant before the completion of the order and installation by the Town Council. Benches will be purchased by the Parish Council from their approved supplier in consultation with the applicant.

3.2 The Council will charge a maintenance and insurance fee of £100 per five-year period to be paid before the completion of the installation.

3.3 The Town Council reserves the right to move the location of the bench should the need arise, for purposes such as grounds maintenance or reasons of safety, or for any other purpose deemed reasonable. The bench will be relocated as near to the original location as possible.

3.4 The Town Council will limit the number of memorial benches in particular areas.

3.5 The Town Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Town Council is in possession of current contact details.

3.6 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Works Team Manager and Town Clerk or Deputy Town Clerk, beyond economical repair or have not been repaired within 4 weeks of notification of the original applicant.

3.7 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out routine maintenance.

3.8 Benches will be of structure, design and colour approved by the Town Council to be in keeping with the intended location, to minimise the need for maintenance and maximise the expected 'life' of the bench. For avoidance of doubt the approved structure, design and colour will be discussed with the applicant on receipt of the application.

3.9 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The plaque shall be installed with non-return security screws.

3.10 Memorial engravings to be placed in the centre of the upper most lath of the back of the bench.

3.11 The wording of all engravings or memorial plaques is to be agreed and approved by the council.

3.12 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the bench.

3.13 The Town Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

3.14 Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.

3.15 All decisions made in relation to this policy will be done so by the Town Clerk/Deputy Town Clerk, in consultation with colleagues and the original applicant, and will remain final decisions.

This Policy Adopted	22.07.2020
By	HTC Assets Management Committee
Reviewed	
Next review	July 2021

MEMORIAL BENCH ENQUIRY FORM

Please complete, print and return to:

The Town Clerk, Hailsham Town Council, Inglenook, Market Street, Hailsham, East Sussex, BN27 2AE

Contact Details	
Name	
Address	
Telephone Number	
Email Address	
Location	
I would like my bench to be placed	
Memorial Plaque	
Name	
Memorial Message (for council approval)	

Signed

Date

MEMORIAL BENCH FORM OF AGREEMENT

This Form of Agreement is for Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench.

Memorial Agreement between Hailsham Town Council and:

Contact Details	
Name	
Address	
Telephone Number	
Email Address	
Location	
Agreed location of bench	
Memorial Plaque	
Name	
Approved Memorial Message	

Once the bench has reached the end of its natural life (approximately 15 years), the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my pictorial design statement for approval.

Signed

Date