

# WITHYHAM PARISH COUNCIL

## MEMORIAL BENCH POLICY

**Responsibility:** Finance Committee/Full Council

**Review Cycle:** Every 3 years or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
February 2023	February 2026

### 1 INTRODUCTION

**1.1 The 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 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.

1.3 The Council reserves the right to refuse any application which it deems unsuitable. The decision of the Council will be final.

### 2 LOCATIONS

2.1 Council owned/managed land (specifically Groombridge Recreation Ground, Park Corner Drovers' Pond, Teasley Mead recreation Ground, Balls Green Community Space and St John's Reading Room land)

### 3 POLICY – Terms & Conditions

3.1 All applications for memorial benches and plaques should be completed on the official request form and be signed by the applicant for consideration by Finance Committee.

3.2 All memorial benches, plaques and installation costs should be paid for by the applicant after permission is given and prior to installation.

3.3 Depending on demand the Council will limit the number of memorial benches. Finance Committee will consider whether there is space for an additional bench, or whether an existing bench can be replaced, when considering whether to grant an application.

3.4 The Council will notify the applicant in the event that the memorial bench is damaged and it is the responsibility of the applicant to arrange repairs. The applicant should ensure that the Council is in possession of current contact details

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

3.6 The Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Clerk or another member of staff beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

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

3.8 Benches will be of the type and colour specified by the Council to be in keeping with the intended location.

3.9 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or alternatively agreed by the Council.

3.10 The Council, in line with the current maintenance regime for benches, will maintain the plaque. The 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.

#### **4 STYLE & COST OF BENCH**

4.1 Permission will only be given for the following:

- | Hardwood 6ft
- | Recycle Material 6ft

**WITHYHAM PARISH COUNCIL  
APPLICATION REQUEST FOR A MEMORIAL BENCH**

**Full Name:**

**Address:**

**Postcode:**

**Telephone:**

**E-mail:**

Please notify us of any change of name or address so we can contact you if we need to.

**Name of person for dedication:**

**Style of bench:**

- ☐ Hardwood 6ft or
- ☐ Recycled Material 6ft

**Preferred location of bench:**

- ☐ Groombridge Recreation Ground
- ☐ Park Corner Drovers' Pond
- ☐ Teasley Mead recreation Ground (Blackham)
- ☐ Balls Green Community Space (Withyham)
- ☐ St John's Reading Room land

**Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.**

**Signed:**

**Date:**

Please supply the engraved plaque no larger than 175mm wide x 75 mm high

Please return to

[clerk@withyhamparishcouncil.org.uk](mailto:clerk@withyhamparishcouncil.org.uk)

The Old Station, Station Road, Groombridge TN3 9RD  
01892 864557

**COUNCIL USE ONLY:**

Date of Installation:

Location:

Dedicated to: