

SANDY TOWN COUNCIL

Memorial Bench Policy

1. INTRODUCTION

- 1.1 Sandy Town Council understands and respects the wishes of its residents to remember loved ones through memorial seats and benches.
- 1.2 With a number of existing memorials throughout the town, it has become necessary for Sandy Town Council to put in place this policy as a guideline for new applicants to understand locations available for memorial benches, and the styles/types of memorials permitted.
- 1.3 This policy is intended to provide a guideline for applications for memorials in Sandy Town Council owned locations. It is not exhaustive and is subject to change.
- 1.4 The content of this policy will be revised as necessary to meet changing circumstances. The policy will be reviewed on a regular basis by the Town Clerk and proposed amendments will be submitted to the Policy, Finance and Resources Committee for approval.
- 1.5 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

2. LOCATIONS

- 2.1 This policy covers areas of land owned or managed by Sandy Town Council which may be appropriate for a memorial bench. This include;
 - The Sandy Cemetery, Potton Road
 - Beeston Village Green, Beeston
 - The Limes amenity area, Beeston
 - Sunderland Road recreation ground
 - Bedford Road recreation ground
 - The Riddy nature reserve
 - The Pinnacle (Subject to agreement from the lessor)
- 2.2 Memorial benches will be allowed at sites while there continues to be space for them, and the Town Council will try to accommodate

the preferences of families as to the location. The siting of any bench must be assessed and considered safe.

- 2.3 Requests for memorial benches on other areas within the town will require the permissions of the relevant landowner and will involve the Town Council in either permissions or any maintenance.
- 2.4 Letters will be sent to residents who live near to the location of a proposed bench in advance of siting the bench.

3. POLICY – Terms & Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.
- 3.2 The purchase of each bench seat and/or plaque and their installation will be carried out by the Council in line with its risk assessments. Following approval, all memorials must be paid for in full by the applicant.
- 3.3 All memorial benches and installation arrangements and costs should be paid for by the applicant. A maintenance fee of £100 per 10-year period is due to the Town Council prior to installation.
- 3.4 Once installed, the bench seat and plaque will become the property of the Council. It will be insured and maintained for an initial period of ten years.
- 3.5 New bench seats will be of a type, design and colour approved by the Council's Community, Services and Environment Committee. There is no standard bench to be installed as the Council are happy to consider various designs of benches which may be important to the resident and add to the ambiance of our town. The application form will invite the applicant to provide details of the desired bench.
- 3.6 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 precise wording of any plaques or inscription must be approved by the Town Clerk. Further guidance can be given as to what may be acceptable.
- 3.7 The Town Council may limit the number of memorial benches in particular areas and applicants will be advised at the time of application if this is the case.

- 3.8 It is expected that any memorial seat will have a serviceable life of 10 years. After a period of 10 years the Town Council will contact the donors of the seat to ascertain the future of the bench.
- a) Removal and the return of any plaque to the donor or their family
 - b) Renewal of the seat. Subject to the applicant purchasing a new bench and plaque (if required).
 - c) Retain the positioning of the seat whilst it remains in a serviceable condition and the maintenance fees are paid.

If the donor cannot be contacted for any reason, the Council may in its discretion remove the bench if it has deteriorated and become unserviceable.

- 3.9 The Town Council will notify the applicant in the event that the memorial bench is damaged and advise on what action the Council will be taking.
- 3.10 No additional mementoes eg. vases, statues, flowers, wreaths, balloons or other ornamentation etc, shall be permitted on or around the memorial bench.

4. MAINTENANCE AND REPAIR

- 4.1 All seats and benches and plaques will be maintained by Sandy Town Council for a period of up to 10 years (from the date of installation), after which the Council will contact the donor to agree options on the bench. See 3.8.
- 4.2 If a seat or bench reaches a state of disrepair due to wear and tear before a period of 10 years, the Council will attempt to contact the owner and ask if they would like to cover the cost of replacement, or whether the memorial should be removed.

5. Application process

- 5.1 Applicants must complete the Sandy Town Council memorials application form, to be returned to:
admin@sandytowncouncil.gov.uk or in person/by post to Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE.
- 5.2 Sandy Town Council will contact the applicant if further information is required.

Please note: it will be the responsibility of the memorial owner to ensure that the Council is kept informed of any changes to contact

details. If the Council is unable to make contact with a memorial owner should a seat/bench reach a state of disrepair before a period of 10 years is reached, the Council reserves the right to remove the memorial.