



AYLSHAM TOWN COUNCIL

MEMORIAL BENCH POLICY

1. Purpose

This policy establishes a consistent and fair approach to requests for memorial benches on land owned or managed by the Council.

The Council recognises that memorial benches can provide a lasting tribute to loved ones while enhancing public spaces for the benefit of residents and visitors. The Council must, however, balance individual requests with the need to manage public open spaces effectively and maintain their appearance for future generations.

2. Scope

This policy applies to all memorial benches located on Council-owned or Council-managed land, including parks, open spaces, cemeteries and other public areas. We will also act as liaison for land in ownership of the Highways Authority

3. General Principles

The Council will:

- Consider each application on its merits.
- Ensure memorial benches are appropriate to the character and use of the location.
- Maintain consistency in the style and quality of benches installed on public land.
- Manage the number and location of memorial benches to avoid overcrowding.
- Retain ownership and control of all memorial benches installed via this policy.

The Council reserves the right to refuse any application without providing detailed reasons where it considers a memorial bench unsuitable for the proposed location.

4. Applications

Applications for memorial benches must be submitted in writing using the Council's Memorial Bench Application Form.

Applications should include:

- Name and contact details of the applicant.
- Name of the person being commemorated.
- Preferred location (if any).
- Proposed wording for any plaque.
- Confirmation that the applicant agrees to the terms of this policy.

Applications will be considered by the Council or an authorised officer.

5. Location of Benches

The Council will determine the final location of any memorial bench.

When considering locations, the Council will take into account:

- Existing benches and memorials.
- Accessibility and public use.
- Environmental and landscape considerations.
- Maintenance requirements.
- Future development plans.

The Council may identify specific locations where memorial benches are permitted and may decline requests for particular sites.

If the location of the bench is in the ownership of the Highways authority, the Town Council will apply for the appropriate street furniture license

6. Bench Design

To ensure consistency, memorial benches must be of a design approved by the Council.

The Council may:

- Specify the type, style, material and colour of benches.
- Require benches to be purchased through the Council or an approved supplier.
- Refuse benches that are considered inappropriate or unsuitable.
- All benches are required to be of a commercial standard.
- Preference will be given to benches made of recyclable materials

7. Memorial Plaques

A small memorial plaque may be permitted on the bench.

Plaques must:

- Be approved by the Council prior to installation.
- Contain wording that is appropriate and non-offensive.
- Normally be limited to the name of the individual and a brief inscription.

The Council reserves the right to refuse or require amendments to proposed wording.

8. Costs

The applicant will be responsible for all costs associated with:

- Purchase of the bench.
- Memorial plaque.
- Delivery and installation.
- Any other associated administrative costs.

The Council will advise applicants of the current charges before approval is granted.

Payment must be received before any bench is ordered or installed.

Indicative costs for a bench, delivery, installation and any groundworks is between £650 and £1,000. This amount will be confirmed at the time due to variable supplier and delivery costs

9. Maintenance and Ownership

Once installed, the bench becomes the property of the Council.

The Council will undertake routine maintenance as part of its normal inspection programme, subject to available resources and budgets.

The Council does not guarantee to repair, replace or maintain a memorial bench indefinitely.

10. Replacement and Removal

Memorial benches may be removed, relocated or replaced if:

- They become unsafe.
- They are damaged beyond economic repair.
- The site is redeveloped or altered.
- The bench is no longer suitable for its location.
- Operational or management requirements make removal necessary.

Where practicable, the Council will endeavour to contact the original applicant before removal or relocation.

The Council is under no obligation to replace a bench at the end of its useful life.

11. Memorial Period

The Council will normally permit memorial benches for a period of 10 years from the date of installation.

At the end of this period, the Council may:

- Offer the applicant or their representative the opportunity to renew the arrangement, subject to the policy in force at that time.
- Remove the plaque and retain, relocate or replace the bench as appropriate.

Where no contact can be established, the Council may proceed without further notice.

12. Flowers and Additional Memorial Items

The placement of flowers, ornaments, photographs, toys, wind chimes, solar lights or other memorial items on or around a memorial bench is not permitted without prior approval.

The Council reserves the right to remove any unauthorised items without notice.

13. Liability

The Council accepts no liability for loss of or damage to memorial plaques, flowers or other items placed at memorial benches.

14. Review

This policy will be reviewed periodically and may be amended by the Council at any time.

Equality Statement

The Council is committed to ensuring that all applications are considered fairly and consistently, without discrimination, and in accordance with relevant legislation and Council policies.

AYLSHAM TOWN 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:

Wording for Memorial Plaque:

Preferred location of bench:

I have received the quote and design of the memorial bench and any associated plaque. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.

Signed:

Date:

Please return to

Aylsham Town Council, Town Hall, Market Place, Aylsham, NR11 6EL

TOWN COUNCIL USE ONLY	
Date of Installation	
Location	
Invoice Number and Date Paid	