

# AYLSHAM TOWN COUNCIL

## MEMORIAL BENCH POLICY

Adopted: 11<sup>th</sup> September 2014

Reviewed February 2023

Next Review September 2027



### 1 INTRODUCTION

**1.1 Aylsham Town Council supports the needs and principles of allowing memorial benches within the town 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.

1.3 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 Council owned/managed land

2.2 Footways with necessary permission from Norfolk County Council

### 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 All memorial benches and installation costs should be paid for by the applicant prior to ordering. A maintenance fee of £100 per 10 year period is due to the Town Council prior to installation.

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

3.4 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

3.5 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Town 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.

3.6 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.

- 3.7 Benches will be of the type and colour specified by the Town Council to be in keeping with the intended location.
- 3.8 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.
- 3.9 The Town Council in line with the current maintenance regime for benches will maintain the plaque. 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.
- 3.10 Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.

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

4.1 Permission will only be given for the following:

- Hardwood
- Recycle Material

4.2 Charges for Memorial Bench:

|   |          |
|---|----------|
|   | Approx   |
| • Hardwood 6ft Bench                      | £ 600.00 |
| • Recycled 5ft Bench                      | £ 525.00 |
| • Installation Charge – compulsory charge | £ 50.00  |
| • Maintenance Charge – compulsory charge  | £ 100.00 |

Aylsham Town Council  
Town Hall  
Market Place  
Aylsham  
NR11 6EL

# 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: \_\_\_\_\_

Style of bench:                      Hardwood 6ft                      or                      Recycled Material 6ft

Preferred location of bench: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_

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

| TOWN COUNCIL USE ONLY |  |
|-----------------------|--|
| Date of Installation  |  |
| Location              |  |
| Dedicated to          |  |