



CHESHAM BOIS BURIAL GROUND: MEMORIAL BENCH POLICY

1. Chesham Bois Parish Council recognises the wish for memorial benches and will consider requests for memorial benches in the Burial Ground. This policy has been produced with the following guiding principles:
 - To be respectful and sympathetic to those seeking to install a memorial bench.
 - To establish responsibility for the maintenance, repair and replacement of memorial benches.
 - To ensure that memorial benches are not out of place in the area in which they are situated.
2. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.
3. The Parish Council will only permit memorial benches to individuals, couples or families laid to rest in the Burial Ground.
4. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
5. The Parish Council will limit the number of memorial benches within the Burial Ground. For benches within the Woodland Burial Ground this is restricted to the specific plots already designated by the Parish Council.
6. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
7. Applications must be made on the official application form and signed by the applicant. Applicants will be given information about the manufacturer and style/type of bench approved by the Council. For avoidance of doubt only approved styles are allowed; each area of the Burial Ground has a specification for benches which are appropriate to the location.
8. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most slat of the back of the bench.
9. The Parish Council will consider each application on an individual basis. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
10. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council notified on the application form. This is to ensure compliance with both Health & Safety and insurance requirements.

11. All memorial benches should be paid for by the applicant before the completion of the installation.
12. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance in the vicinity. Any damage will be notified to the named applicant(s) and if severe, the Parish Council may arrange for the removal of the memorial bench.
13. The Parish Council accepts no responsibility if a memorial bench is stolen and the Council has no responsibility to provide a replacement.
14. The Parish Council will be responsible for appropriate annual maintenance of any memorial bench.
15. The Parish Council reserves the right to remove or re-site memorial benches at any time.
16. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
17. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.

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

Memorial Agreement between Chesham Bois Parish Council and (name & address)

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This letter sets out the agreement a new bench to be placed at

.....

Your bench will carry a stainless steel/bronze memorial plaque or engraved inscription in the name of

.....

Your memorial message will read

.....

.....

.....

The Parish Council will assume responsibility for appropriate annual maintenance of the bench for the period of its natural life (approximately 15 years). A fee of £100 is payable to the Council prior to installation of the bench in consideration of this maintenance.

Once the bench has reached the end of its natural life, or if beyond economic repair, 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 may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and I agree to the Memorial bench policy.

I agree to being contacted by, and my details being held by Chesham Bois Parish Council for the purposes of this memorial bench scheme and in line with the Parish Council's Privacy Notice.

Signature:

Signed Date

Contact telephone number