

Memorial Benches

1 Introduction

Harpole Parish Council (HPC) recognises that members of the community may wish to remember loved ones with a memorial placed in a public open space but is mindful that these are shared spaces and therefore it is appropriate to manage and regulate such installations. This policy will ensure that each request is treated fairly and transparently.

All applications should be made in writing to the clerk.

2 Requests for Memorial Benches

Requests for Memorial benches will be delegated to Planning, Highways and infrastructure Committee and will be considered on the next available agenda. All requests will be considered with a positive response if a suitable site is available. As sites are limited, priority will be given to those who can demonstrate a strong connection to the village.

A request for a particular location will be considered but the final decision will rest with the committee according to the perceived impact that siting a bench may have (for example being placed close to residential premises may cause a nuisance to the homeowner). If HPC are not the owner of the land, then approvals will be required from the relevant authority.

The Parish Council will purchase and install the bench, the full cost of which must be paid to the council before an order is placed.

The requestor may mount a small memorial plaque on the bench, the wording of which should be advised to the council prior to mounting. The Parish Council will not withhold permission unless the wording used is considered unsuitable.

Memorials will be limited to benches. No additional mementos (vases, statues, flowers, wreaths, stuffed toys etc) will be permitted on or around the memorial.

3 Maintenance

Benches are expected to have a serviceable life of 10 years. On reaching the end of its serviceable life a bench will have to be removed, unless deemed safe to stay in place. The original requestor will be contacted if possible and any memorial plaques will be returned.

The Parish Council will be responsible for general maintenance of benches to ensure they meet health and safety requirements and will be regularly reviewed. Works will be carried out as necessary. To enable this a maintenance fee of £200 is required at the time of installation.

HPC reserves the right to relocate benches where there is a need to do so. This may be temporary to allow works to be carried out, or more permanent if a location becomes unsuitable over time.

4 GDPR

HPC will keep a record of applicants and their contact details in accordance with General Data Protection Regulations.