

## **Bere Ferrers & Bere Alston Parish Council**

### **Memorial Bench Policy**

#### **1. Purpose**

The Parish Council recognises that memorial benches can provide a lasting tribute to loved ones while enhancing public spaces. This policy sets out the rules and procedures for the installation, maintenance, and management of memorial benches on Council land.

#### **2. Eligibility**

- Memorial benches may be requested by families, individuals, or organisations wishing to commemorate a deceased person.
- The Council reserves the right to refuse any request that is not considered appropriate or feasible.

#### **3. Locations**

- Benches may only be installed on land owned or managed by the Parish Council.
- The Council will determine suitable locations based on public accessibility, safety, and maintenance considerations.
- The Council reserves the right to relocate a bench if necessary (e.g., due to public safety, redevelopment, or maintenance issues).

#### **4. Design & Materials**

- Benches must be of a type and design approved by the Parish Council to ensure safety, durability, and consistency with the local environment.
- Materials should be weather-resistant and low-maintenance.
- Plaques may be attached to benches to commemorate the individual; wording must be approved by the Council and limited in size.

#### **5. Application Process**

- Applicants must submit a written request to the Parish Clerk, including the proposed wording for any plaque and preferred location.
- The Council will review the application and respond within [X] weeks.
- Approval must be obtained before any bench is installed.

#### **6. Funding**

- Memorial benches are to be funded entirely by the applicant.
- The Council will provide a cost estimate for purchase, installation, and maintenance.
- Any ongoing maintenance costs will be the responsibility of the Parish Council.

## **7. Installation & Maintenance**

- Installation must be carried out by a contractor approved by the Council.
- The Parish Council will maintain the bench as part of its normal grounds maintenance program.
- The Council reserves the right to remove benches that are damaged, beyond repair, or in locations no longer deemed suitable.

## **8. Duration**

- Memorial benches are normally installed for a period of 10 years (seems to be the standard length). After this period, the Council will review the bench and may offer to extend, relocate, or remove it.

## **9. Limitations**

- The Council does not accept liability for personal items placed on or around memorial benches.
- Memorial benches cannot be reserved or guaranteed in perpetuity.

## **10. Review**

This policy will be reviewed every few years to ensure it remains appropriate and up-to-date.

Reviewed & adopted: F & G.P Committee, 17<sup>th</sup> February 2026. Min: 549