

CUCKFIELD PARISH COUNCIL



MEMORIAL BENCH POLICY

Policy Number 35		
Issue No.	Date completed	Details of amendments
1	15.4.19	

1.0 INTRODUCTION

- 1.1 Cuckfield Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish 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.

2.0 LOCATIONS

- 2.1 Parish land and in consultation with Cemetery agents where appropriate.

3.0 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 should be paid for by the applicant before the completion of the installation.
- 3.3 The Parish Council reserves the right to move the location of the bench should the need arise, for purposes such as grounds maintenance or reasons of safety, or for any other purpose deemed reasonable. The bench will be relocated as near to the original location as possible.
- 3.4 The Parish Council will limit the number of memorial benches in particular areas.
- 3.5 The Parish Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish Council is in possession of current contact details.
- 3.6 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Lead Grounds Person and Clerk beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.
- 3.7 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.
- 3.8 Benches will be of wooden structure and prior to installation the design approved by the Parish Council to be in keeping with the intended location. For avoidance of doubt it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to Council for approval.
- 3.9 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. The plaque shall be installed with

non-return security screws.

- 3.10 The Parish 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.
- 3.11 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

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Memorial Bench Enquiry Form

Please complete, print and return to:

The Clerk, Cuckfield Parish Council, The Queen's Hall, High Street, Cuckfield,
West Sussex, RH17 5EL

Contact Details	
Name	
Address	
Telephone	
Email Address	
Location	
I would like my bench to be placed	
Memorial Plaque	
Name	
Memorial Message (for Council approval)	

CUCKFIELD PARISH COUNCIL



Memorial Bench Form of Agreement

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

Memorial Agreement between Cuckfield Parish Council and:

Contact Details	
Name	
Address	
Telephone	
Email Address	
Location	
Agreed Location of Bench	
Memorial Plaque	
Name	
Approved Memorial Message	

Once the bench has reached the end of its natural life (approximately 15 years), 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 will not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my pictorial design statement for approval.

Signed

Date