

Memorial Bench Policy

The Parish Council recognises the wish for memorial benches and will consider applications for such benches on land managed by the Council. The Parish Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

Objectives

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.

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

1. All applications for memorial benches should be made in writing to the Parish Clerk and be signed by the applicant that these conditions are agreed. Dedications must be for people who were Hatfield Peverel residents or had a close connection to the Parish.
2. The applicant will be required to make a donation to the Parish Council which covers the cost of the purchase of the bench, the plaque and the installation.
3. The design of the bench will be at the discretion of the Parish Council. Any memorial plaque will be in brass.
4. The text 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 lath of the back of the bench.
5. The applicant may request a particular siting for the memorial bench, but the final decision will be that of the Parish Council.
6. 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.
7. 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.
8. The bench will remain the property of the Parish Council. It will be maintained to the same standard as other benches that it owns.

9. The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. If the seat is considered a danger to the public, the Parish Council may arrange for the removal of the memorial bench.
10. The Parish Council reserves the right to remove or re-site memorial benches at any time.
11. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
12. Memorials will be limited to benches. No additional mementos (eg vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
13. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.
14. 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.
15. 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 being removed without further notice.

Signed:Date: 10th January 2022

Chairman

Reviewed: 12th May 2025

Application – Request for a Memorial Bench

Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone: (landline and mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary.	

Details of the Memorial Bench

Dedicated to:	
Association with Hatfield Peverel Parish:	
Preferred location:	
Proposed plaque inscription (max size 175mm x 75mm) (if any):	

Declaration by the applicant.

I declare that I have read and understood Hatfield Parish Council's Memorial Bench Policy.

Signed: Date: