

ROLLESTON ON DOVE PARISH COUNCIL MEMORIAL BENCHES AND PLAQUES POLICY

Background

From time to time Rolleston residents have approached the Parish Council requesting to add a memorial plaque to a bench or to adopt a bench for that purpose or to install a new memorial bench.

Objectives of the policy

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by residents.
- To balance the sometimes contrasting needs of a variety of facility users.
- To maintain and enhance the high quality appearance of sites and not detract from their prime recreational purpose.
- To clearly establish the responsibility for maintenance, repair and replacement.
- To achieve full cost recovery by Rolleston on Dove Parish Council for any memorial benches and/or plaques provided.

Locations

Parish Council land only.

The policy

1. All applications for memorial benches or plaques should be completed on the official request form and be signed by the applicant. Installation is not permitted without prior Council authorisation.

Memorial plaques

2. Commemorative plaques can be added to existing benches with the following guidance:
 - The bench concerned will be nominated by the applicant as a relative or friends of the deceased person.
 - The Parish Council will allow up to four plaques per bench from the start date of this policy.
 - Stainless steel plaques should be a maximum 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 secured with non-return security screws.
 - The plaque will be ordered by the Council (the Council will recharge the applicant).
 - The plaque will be fitted by the Council's contractor.
 - The Council will undertake to keep the plaque in place for 15 years. At the end of that period the original applicant or another family member can approach the Council to assess the onward arrangements.

Memorial benches

3. It will be the responsibility of the applicant and his/her successors to meet the cost of purchase and installation of the bench. The bench will be installed by the Council's contractor.

4. Benches will be purchased by the Council (recharged to the applicant) from its approved supplier in consultation with the applicant. All benches should be paid for by the applicant before the completion of the installation.
5. All maintenance will be undertaken by the Council's contractor. A maintenance service charge of £250 will be required to be paid by the applicant before installation to ensure the upkeep of the bench that will include periodic removal of algae and the application of wood preservative by the Council for 15 years.
6. No additional mementoes, e.g. vases, statues,, flowers, wreaths, balloons or other ornamentation, etc shall be permitted on or around the bench.
7. The Council's insurance policy will only meet the cost of Public Liability. For this risk to be covered, the bench must be **donated to the Council** and be listed on it Asset Register. Loss or damage caused by events such as fire, theft, vandalism, accidental damage or wear and tear are not insured, and the Council will accept no liability for the cost of repair or replacement.
8. The Council will not accept liability for damage caused by ground works in the vicinity of the bench.
9. The Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Council is in possession of current contact details.
10. The Council reserves the right to remove any memorial benches that have been damaged beyond economical repair or have not been repaired within four weeks of notification.
11. At the end of 15 years the bench can be renewed or the plaque will be removed and returned to the applicant. The original applicant and/or their successors will need to contact the Council if they wish to purchase a replacement bench. If no contact is received, the Council reserves the right to dispose of the bench.

Adopted by the Council: 11 April 2022

Review date: 2027 or earlier if required by changes to legislation

ROLLESTON ON DOVE PARISH COUNCIL

MEMORIAL BENCH AND/OR PLAQUE ENQUIRY FORM

Please complete and return to:

The Clerk, Rolleston on Dove Parish Council, 32 Hillcrest Rise, Burntwood WS7 4SH
(Email: rollestonpc@outlook.com)

Your contact details

Name

Address

Telephone/Mobile

Email

Proposed location of bench

Name on Memorial plaque

What is your memorial message that will be on the plaque (to be approved by the Council)?

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Agreement for a memorial bench or plaque

In making this application, I agree to the terms and conditions of the 'Rolleston on Dove Parish Council Memorial benches and plaques policy', as published on Rolleston on Dove Parish Council's website: www.rollestonondovepc.co.uk

Once the Council has approved the application the Parish Clerk will return the signed form together with the terms of the agreement to the donor.

Donor's signature

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Print name

Date

Rolleston on Dove Parish Council signature

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Print name

Date