

Memorial Bench Policy



Introduction

A Memorial Bench is a special and thoughtful way to remember a loved one, standing as a reminder of their life for many years to come.

St Margaret's at Cliffe Parish Council supports the need for allowing memorial benches within the Parish and is mindful that these facilities are also enjoyed by a wide range of people. Therefore, this policy outlines the terms and conditions under which a memorial bench might be supported ensuring a fair process.

This policy covers the common issues and process, but note it is not exhaustive and the policy may be updated at any point in time when deemed necessary.

Locations of Memorial Benches

Benches can be erected in any suitable location on land owned by the Parish Council. These areas include: South Foreland Valley; King George V Playing Field; Alexander Field; Old Bottom Freedown; Ponds (Chapel Lane and Reach Road); Madge Field; and Dare Cemetery & Remembrance Garden.

Terms & Conditions

1. Any requests for a Memorial Bench should be made direct to the Parish Clerk using the attached Application Form.
2. Memorial Benches should only be for those that have lived in the St Margaret's at Cliffe parish.
3. The Parish Council will have the discretion to approve/reject any request, whilst taking into consideration capacity levels as well as positioning of the bench (for example, a good spot for resting or viewpoint). Also to note, any additional benches across South Foreland Valley will require approval from Natural England.
4. The Memorial Bench should be purchased and paid for by the applicant to the specification as advised by the Parish Council. (the Parish Clerk can advise cost).
5. Any plaque should be purchased and paid for by the application to the specification as advised by the Parish Council.
6. To ensure installation is undertaken safely and to the required standards, the Memorial Bench (fittings and any plaque) will be installed and maintained by the Parish Council.
7. Any ongoing maintenance will be provided by the Parish Council, along with any associated costs.
8. 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.
9. A standard written letter of agreement will be sent by the Parish Council to the applicant to ensure the Terms & Conditions are understood prior to the purchase and installation of the Memorial Bench.

Application for a Memorial Bench

Name of Applicant	
Address (incl Postcode)	
Telephone	
Email	
Who will the Memorial Bench be dedicated to?	
When and where did they live in St Margaret's at Cliffe Parish?	
Alternative Contact	
Proposed Location	