



Warndon Parish Council

Memorials & Memorial Bench Policy

Warndon Parish Council recognises the wish of residents to remember loved ones with a memorial within a park or green space in the Parish. It is important to remember that green spaces are enjoyed by a wide range of residents and visitors and whilst the Parish Council are happy to accommodate requests for memorial benches, no other type of memorial will be considered.

Warndon Parish Council will facilitate, in principle and subject to the conditions of this policy, the placing of memorial benches in parks and open spaces within the Parish subject to any conditions set by Worcester City Council as the landowner. The Parish Council fully recognises that these public facilities provide a valuable amenity function for residents and visitors alike.

GENERAL

- a) All applications for memorial benches in parks and open spaces must be made in writing to the Clerk to the Council to ensure the request can be recorded and considered. The application must be duly completed by the next of kin or the Executor using a form prescribed by the council.
- b) Applications for benches cannot be guaranteed or reserved prior to an applicant's death.
- c) The application will be considered by the Parish Council Environment committee. Should a request be refused and the reason given by the council is not accepted by the applicant, the applicant has the right to appeal to the Parish Council for a review of the decision. The application will then be considered, by the full council, and their decision shall be final.
- d) It remains the responsibility of the applicant to notify Warndon Parish Council in writing of any change of address or contact details.
- e) The Parish Council in conjunction with the City Council, will endeavour to accommodate the wishes of the applicant regarding location of the memorial bench, but the overall development and management of the parks and open spaces will take precedence..
- f) Worcester City Council, as the landowner, has the absolute right to limit, in both location and number, the aggregate total of memorial benches in any one area.
- g) The Parish Council will maintain an asset register and associated plans where required of all memorial benches placed within the parks and open spaces.
- h) The appropriate payment must be received prior to the Parish Council ordering the bench and the payment must meet the full and final cost of the memorial bench and its installation. (Installation charge will be notified at time of application)
- i) Payment for a bench shall be treated as a donation and the ownership of the asset shall be vested in the Parish Council who shall be deemed the legal owners.

- j) The Parish Council reserves the right to remove any memorial bench that has been damaged and/or, in the view of the Council, is beyond economic repair and/or constitutes a health and safety hazard.
- k) The Parish Council will notify the applicant in the event of the removal of the memorial bench.
- l) The Parish Council also reserves the right to relocate any memorial bench to enable the implementation of projects or landscape redesigns either on a temporary or permanent basis. The Parish Council will endeavour to consult with the original donor to ensure alternative options are made available.
- m) The Council accepts no liability for damage to any memorial bench from vandals or third parties.

MEMORIAL BENCHES

- a) The Parish Council's preferred bench is a brown, 1.5m full bench with a 3 spar back supplied by Solway Recycling. (Reference Code: BENBN3SPAR)
- b) Only benches manufactured from composite recyclable material shall be acceptable.
- c) Benches shall be secured and placed as the Parish Council deems appropriate.
- d) The Parish Council will supply and manage the installation of all benches, the cost of which shall be incorporated in the donation.
- e) A maximum of twenty-five letters will be allowed to be engraved upon the bench.
The memorial statement shall have:
 - The person's name and date(s) if desired (dependant on space), or
 - A suitable statement, single line of inoffensive text*Note: The final wording is to be approved by the Parish Council.*
- f) The Parish Council accepts no liability for replacement of the bench at the end of its useful life.
- g) No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.
- h) The Parish Council will at the required times, consult with the Worcester City Council to agree the locations and numbers of memorial benches that will be permitted in each of the parks and open spaces.

This policy will be reviewed on a bi-annual basis

Next review due July 2022

Agreement for Donated Memorial Benches ('the Agreement')

Warndon Parish Council ('the Council') and the donor(s) stated on page 2 of this agreement ('the Donor') agree as follows:

1. The Bench: 'The bench' donated will be manufactured from recyclable material with an expected usable lifespan of at least 10 years, commencing on the date of the signing of this agreement. The style of bench and supplier thereof will be the sole prerogative of the Council.

2. The Location: The Council will provide a list of suitable locations where donated benches can be installed, upon opening communication with the Donor. However, the Council cannot guarantee that the bench will be in the exact location requested by the Donor but will offer alternative locations as close as possible.

3. The Fee: The cost for a recycled material bench (including installation) will be given on the receipt of a completed application form. Please note this is not legally binding until this agreement is signed by both parties.

4. The Maintenance: The Council will maintain the bench by doing as follows at dates and times to be determined by the Council:
a) checking and tightening where required the bench fixings on an annual basis until the expiry of the useful life of the bench.

7. Damage to the Seat: The Council will contact the Donor at their last known address if the bench is seriously damaged or becomes 'worn out'. It is the responsibility of the Donor to notify the Council if the Donor's contact address or telephone number changes. If the bench is irreparable it will be removed. The Council will not accept responsibility for any vandalism or damage caused and regrettably cannot provide a new bench if the bench is in a state of disrepair and subsequently removed.

8. Relocation of the Bench: The Council reserves the right to remove the bench if necessary. In this instance, the Donor will be contacted and through consultation with the Donor, a new location agreed. However, the Council may remove the bench without the Donor's permission, if the bench becomes a health and safety risk and the bench needs to be removed urgently or if the Council's attempts to contact the Donor are unsuccessful.

9. Memorial & Memorial Bench Policy: This Agreement is subject to the terms of the Council's Memorials & Memorial Bench Policy as amended from time to time.

I, the undersigned, confirm that I have read and agree with the terms of this Agreement and

I wish to pay by cheque/ bank transfer payment (*delete as appropriate*) £..... to cover the cost and installation of a memorial bench, the details of which are specified on the application form attached hereto.

Signed:
(Donor)

Date:

Signed:
(Parish Clerk)

Date:

Memorial Bench Purchase Enquiry Form

Please complete and return to:

Parish Clerk: [Warndon Parish Council](#) Email: Clerk@WarndonParishCouncil.org

Section A: Your contact details (Please supply your contact details below)

Name.....

Address.....

.....

Telephone

E-mail

Section B: Memorial statement

Please print your memorial message for the plaque below (for Council approval) - up to a maximum of **twenty-five letters** can be included: for example (Person's Name & Date(s) or single line of text).

.....

.....

.....

(MBP1)