



Ashbourne Town Council

Memorial Benches Policy Bradley Wood

The Privacy Policy was agreed by

Ashbourne Town Council on 16th April 2019

Signed(Mayor)



ASHBOURNE TOWN COUNCIL

Memorial Benches (Bradley Wood)

Introduction

Ashbourne Town Council understand that memorial benches in and around the town are enjoyed by a wide range of people. The Town Council do not own any land within the town, however they are the custodians of Bradley Wood, and are on occasion approached with requests to put benches there.

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, fashion and trends. The policy will be reviewed at least every three years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorial benches will be issued with a copy.

Objectives of the Policy

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of Bradley Wood which will take account of the sometimes-contrasting needs of a variety of the wood and its users. The policy will also ensure that only memorial benches are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Conditions

All applications for memorial benches should be completed on the official application form and be signed by the applicant.

Benches will only be permitted that are:-

- a) Of the style, type and colour specified by the Council to be in keeping with the intended location.
- b) Only benches approved by Ashbourne Town Council will be acceptable. Benches are to be made from "recycled plastic" (Ashbourne Town Council have a company that they use, allowing all future benches to be of a similar style, type and colour).
- c) The location in which the bench will be placed is determined by Ashbourne Town Council, dependant on need and availability. Whilst the Council tries to locate a bench at a requested location, this cannot be guaranteed.

- d) The Council will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Council is in possession of up to date contact details.
- e) The Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Council beyond economical repair.
- f) The council cannot guarantee the long-term safety or security of the bench and is not responsible for the replacement of benches resulting from damage or deterioration with age.
- g) In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement.
- h) The Council will not grant applications for memorial benches to pets.
- i) The bench will be secured to a concreted area, under and directly in front of the bench, to allow for ease of use by the public. Ground works and ground fixing shall be undertaken by Ashbourne Town Council. Applicants will be responsible for the cost of all necessary materials.
- j) 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.
- k) The inscription on the bench is to be restricted to “In (Loving) Memory of” the name of the person, recognition of public office (if appropriate) and the dates of birth and death.
- l) The Council accepts no replacement liability for the loss of or damage to any plaque or the bench at the end of its useful life and will dispose of any such bench or plaque. Any replacements of benches or plaques will be the responsibility of the original applicant.
- m) No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc, shall be permitted on or around the bench.
- n) A maximum of six benches in Bradley Wood will be permitted by Ashbourne Town Council at any one time.

Ashbourne TOWN COUNCIL
Application for a Memorial Bench

Ashbourne Town Council
Town Hall
Market Place
Ashbourne
Derbyshire
DE6 1ES

Tel: 01335 3422914
Email: townclerk@ashbournetowncouncil.gov.uk

Date of application

Applicant Details:

Full Name Title

Address

Email

Telephone Mobile

Please notify us of any change of address so we can contact if we need to.

Name of person for dedication

Inscription for the plaque:

Preferred location of the bench:

Data Protection Act:

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

I have read and understood all of the terms and conditions regarding memorial benches and accept them in their entirety.

Signed..... Date.....