



CHURCHDOWN PARISH COUNCIL

BENCH POLICY

1 INTRODUCTION

- 1.1 Churchdown Parish Council supports the needs and principles of allowing memorial benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all. **Benches can be only be sited at a location approved by the Parish Council and upon the receipt of the landowner's consent.**
- 1.2 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.
- 1.3 Please note that this policy does **not** cover applications for Memorial Benches in the **Burial Ground.**

2. CRITERIA

- 2.1 Applicants must state the reason for the request and state the deceased's connection to Churchdown Parish.

3. PROCEDURE

- 3.1 Applications to replace or erect a new bench in Churchdown must be made in writing to the Parish Clerk. Applications for Memorial Benches will be considered by the Environment Committee and assessed on its merits and against the specified criteria.
- 3.2 If agreed, a bench (see option A or B) with an appropriate plaque will be supplied and erected at **cost to the applicant** – see paragraph 5. The ordering and installation of the bench will be undertaken by the Parish Council on receipt of the full costs Including: purchase fee, Installation fee & maintenance fee. *
- 3.3 **Plaques.** A form of words to be engraved on a plaque must be included in the application form. Plaques must not exceed **7 X 3 inches or 63 x 152 mm.** **Applicants are responsible for ordering the plaque – the plaque can/will be fitted by the Parish Council groundsman if delivered to this office**
- 3.4 For applications concerning Memorial Benches on land owned by Gloucestershire County Council, a separate application must be made to GCC (see appendix A) if approved by the Environment Committee
- 3.5 If refused, an applicant can appeal the decision in writing to Full Council.

Reviewed by Bench Working Group: 21-01-2020

Considered by Environment Committee: 21-01- 2020/ 18-2-2020

Approved by Environment Committee: 17 -03-2020

4. Maintenance Fee

- 4.1** A maintenance fee of £150 per year period is due to the Parish Council prior to installation.
- 4.2** After the bench is installed the Council takes responsibility for maintenance requirements for a period of 10 years. During this ten-year period the maintenance and reasonable repairs for the bench will be the responsibility of the Council. At the end of the ten years, you may choose whether or not to replace the bench or extend the period of maintenance, depending on the condition of the bench.
- 4.3** The Parish Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish Council is in possession of current contact details.
- 4.4** The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of the notification referred to in 3.6 above.
- 4.5** The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
- 4.6** 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.
- 4.7** Any replacements of benches or plaques will be the responsibility of the original applicant in accordance with 4.5 above.
- 4.8** The Parish Council cannot authorise, maintain or otherwise deal with any bench on any property which is not in its ownership, unless permission has been granted by the owners.

5. Costs*

5.1 Purchase Fee

Option A



Option B



5.1.1 Option A – Kennington Bench 1800 mm: £641 + £ 128.20 VAT + £25 (root fixing for grass or tarmac) or +£40 for bolted to surface (concrete) = £ 794.20 or £809.20

5.1.2 Option B – Brocastle Bench £215 + £43 VAT + free (root fixing) + £20 base plated concrete = £ 258 or £278

+

5.2 Installation Fee

Costs (Apply to Both Options)

A. Installation onto concrete or paving

Price: £150.00 plus VAT each

B. Installation into tarmac or grass

Price: £210 plus VAT each

+

5.3 Maintenance Fee – £150

Total Costs excluding Plaque

Benches	Root fixed Grass/ tarmac	Bolted or Base Plate Concrete
Kennington Cost	769.2	769.2
Fixes	25	40
Installation	210	150
Maintenance Fee	150	150
Totals	£1154.2	£1109.2
Brocastle	258	258
Fixes	0	20
Installation	210	150
Maintenance Fee	150	150
Totals	£618	£1109.2

Geraldine Connor
Parish Clerk