

Wirksworth Town Council



Memorial Bench Policy

Policy – Adopted 15/07/19

Minute C045/19

This policy will be reviewed annually
at the Annual Town Council Meeting

1. Purpose and Scope

1.1 Statement

Wirksworth Town Council supports the needs and principles of allowing memorial benches within the town and is mindful that these facilities are enjoyed by a wide range of people.

Through this policy the Council will try to ensure that the facilities are regulated and managed. The Council recognises however that many of the public open spaces within the town are not under its control and will seek to work with the District and County Councils in pursuing this policy.

The policy will be reviewed at least every four 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.

This policy supersedes all previous policies and arrangements and applies to all benches¹ on Wirksworth Town Council land and/or maintained by Wirksworth Town Council.

Objectives of the Policy

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of these facilities, which takes account of the sometimes contrasting needs of a variety of 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 which are appropriate for that location and will not cause offence to others.

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

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

Location

The location of new benches and/or plaques on existing seating will be decided by the Council subject to consultation with the donor beforehand.

A list of existing locations where benches are sited in Wirksworth is attached to this policy. Wirksworth has limited opportunities to install new additional benches, but if a specific location is requested, we will work with the applicant to determine if the site is suitable.

Memorials

Wirksworth Town Council will offer the following (subject to availability):

- Memorial plaque on an existing bench
- Memorial bench with plaque

Memorial benches shall be positioned to maximise the benefit and amenity provided by the installation, but the Council will attempt to accommodate the wishes of the applicants.

The Council may limit the number of memorial benches, so that they shall not detract from the prime purpose of a site. The size and location of the site shall therefore limit the number permitted. The Council reserves the right to refuse applications on this basis.

Existing Memorial Benches

This refers to those Memorial Benches installed prior to 2018 either with the support/ permission of Wirksworth Town Council or installed on Wirksworth Town Council property e.g., Gardens adjacent to Memorial Hall, Stoney Wood.

When a bench reaches end of life (i.e., requires significant refurbishment or replacement) and has been in situ for 5 year or more, the bench will be removed and replaced with a new bench and will then be available for re-dedication (based upon the charge of the service at the time of renewal). Reasonable attempts will be made to contact the original benefactor to advise of the course of action. Where possible, the dedication plate will be returned to the applicant/benefactor. Priority will be given to the original benefactor when considering requests to dedicate the new replacement bench (at the prevailing cost of replacement at the time).

¹The bench on the corner opposite the Market Place on West End known locally as 'the Jack Doxey seat' will not be available for rededication as a Memorial Bench.

Bench Style

The Town Council will not permit third parties to provide their own benches for installation. The Council shall specify the type of benches to be installed and in keeping with the intended location. The Town Council's local supplier TDP, can provide a number of options within the "Wirksworth" range of street furniture to ensure that the bench is suited to its intended location.

Lease Period

All memorials are based on a 5-year term and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial

plaque and/or bench, together with the ongoing repair and maintenance for the 5-year period.

Upon the end of the 5-year period the Town Council will endeavour to contact the seat donor (“applicant”). The seat donor may renew for a further period (based upon the charge of the service at the time of renewal).

If the Town Council is not contacted within 3 months of the end of the 5-year period, the memorial plaque shall be removed and where reasonably practical, it may be returned to the donor (the plaque to be collected by the applicant). Once the plaque is removed, the bench will then be available for reallocation to a new donor

The Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair.

Inscriptions for Bench Plaques

Memorial plaques shall be affixed (by the council) in the centre of the uppermost lath of the back of the bench or centre of backless benches.

The inscription on the plaque is to be restricted to “In (Loving) Memory of” the name of the person and the dates of birth and death.

Process

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and installation of the preferred memorial bench and/or plaque.

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.

The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst routine maintenance is being carried out.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

Payment

Payment is required with every completed application form. Cheques should be made payable to Wirksworth Town Council.

Conditions

Wirksworth Town Council will maintain responsibility for the memorial bench and associated plaque during the 5-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

Wirksworth Town Council reserves the right to place memorial plaques or install benches where suitable, but will where it is appropriate, accommodate requests.

Once installed, the bench becomes the property of the council. It cannot be repositioned or removed from the site without express agreement from the council.

However, should a bench become unsafe, Wirksworth Town Council reserves the right to remove it immediately in the interest of health and safety until repairs or replacement can take place.



WIRKSWORTH TOWN COUNCIL

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Application for a dedicated Memorial Bench

Applicant details: _____ Date of application: XX/XX/XX

Full name (Title): _____

Address: _____

Postcode: _____

Email: _____

Telephone number: _____ Landline and/or Mobile

It is your responsibility as applicant to notify us of any change of name or address, so the council can contact you (including to arrange renewal of the bench / plaque.)

Name of person for dedication: _____

Inscription for block/plaque: PLEASE PRINT IN CAPITALS

In Loving Memory of N A M E
XX/XX/XX – XX/XX/XX

(2 lines of narrative)

Cost: Memorial bench with plaque £750 Memorial plaque on existing bench £150
Prices subject to review Cost: £ _____

Preferred location for bench or bench plaque*: _____
(*Please see attached list of available locations).

Signed: Date:

Print:

GDPR/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 by 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.

For Office Use only:
Application (including correct fee) Received: Location Approved: Memorial Ordered: XX/XX/XX
Memorial Installed: XX/XX/XX **Expiry of Memorial (5 years): XX/XX/XX**

Bench Locations

No.	Location	Type	Material	Notes	Refurbishment / Maintenance
1	Market Place	Full Tree Seat	Wood/Metal	Ordered by TC	Town Council
2	Cruck Beam	Half Tree Seat	Wood/Metal	Ordered by TC	DDDC
3	Market Place	Bench	Wood/Metal	Known as "Jack Doxey" seat	Town Council
4	Garden adjacent to Memorial Hall	Bench	Wood/Metal	Rotary Seat	Town Council
5		Bench	Wood/Metal	Rotary Seat	Town Council
6		Bench	Wood/Metal	Rotary Seat	Town Council
7		Bench	Wood/Metal	Rotary Seat	Town Council
8	Opposite Waltham House	Bespoke Tree seat	Wood/Metal	Ordered by TC	Town Council
9	Greenway Croft	Bench	Moulded Plastic	Ordered by TC - Marmax	Town Council
10	Gorsey Bank	Bench	Moulded Plastic	Ordered by TC - Marmax - Memorial	Town Council
11	Wash Green	Bench	Wood/Metal	Unknown origin - Memorial	Town Council
12	Wash Green Play Area	Bench	Recycled Plastic	TDP	Town Council
13	Kingsfield Recreation Play area	Bench	Wood/Metal	Unknown origin - Memorial	Town Council
14	Breamfields Lane	Bench	Wood/Metal	Town Council/Countryside Service	Countryside Service
15	End of Great Bolehill	Bench	Wood/Metal	Town Council/Countryside Service	Countryside Service
16	Top of Summer Lane	Bench	Wood/Metal	Town Council/Countryside Service	Countryside Service