



**Dymchurch Parish Council**  
**Donated Memorial Bench Policy**

Version	Date	Comments
0.1	September 2020	First draft
0.2	October 2020	Updated bench types
1.0	January 2022	Adopted Policy

## Dymchurch Parish Council

### Donated Memorial Bench Policy

Memorial benches are available to donate to the Parish Council in commemoration of a loved one or to make an alternative dedication. Donated memorial benches are placed in open spaces around the village.

This policy supersedes all previous arrangements, policies and agreements and applies to all benches installed by Dymchurch Parish Council.

#### Location

If you have a particular location in mind, please indicate on the application form and the council will consider your request. Benches can only be placed on Parish Council owned or managed locations. Application forms can be downloaded or submitted online on our website:

[www.Dymchurch.org](http://www.Dymchurch.org)

#### Benches

Unfortunately, we do not permit third parties to provide their own benches for installation on parish council land. There are several reasons for this:

- No guarantee of quality or longevity (we will provide a high-quality sustainable wood bench with a 10-year anti-rot guarantee).
- Uniform appearance to all benches around the village.



*Figure 1 New Bench*



*Figure 2 Seawall Bench*

Figure 1 is a typical new 1500mm 3-seater park bench, constructed from FSC Softwood (making it more substantial than many traditional hardwood benches). It can comfortably seat up to three people. Pressure treated against rot and supplied in a natural finish. Image 2 is an existing seawall bench on concrete supports.

### **Cost**

The charge for a donated memorial bench is £1,500.00 and is inclusive of the provision of a stainless-steel plaque, bench, installation and 10 years maintenance.

A £150.00 non-refundable deposit is required prior to your order being processed.

The fee for a bench covers the following: -

- Supplying either a standard 1500mm 3-seater bench or a seawall bench on concrete supports.
- Stainless steel plaque and inscription. Length of inscription 5 lines or under with no more than 36 characters in any line (including spaces).
- Contribution to ten years maintenance.

The council will invoice the applicant for the remainder of the fee (£1,350.00) prior to final installation.

### **Review of Charges**

The charge may alter from time to time as and when the council reviews its fees and charges.

### **Bench Lifespan**

Donated memorial benches will normally remain on site for a period of ten years, after which time they become available for re-dedication by the council. During the 10-year period the maintenance and reasonable repairs for the bench will be the responsibility of the council (the cost of which is included in the fee detailed above).

### **Vandalism and Damage**

If the bench is damaged beyond repair the council will remove it. We will look to offer a replacement, but this will be at the standard charge applicable at the time. The council does not hold insurance cover for the damage, loss or destruction of benches. The council will not replace benches that are lost or damaged beyond repair. The donor of the seat will be notified if this is the case.

Full maintenance costs will be refunded if the bench ceases to exist up to the three-year maintenance stage, or a 50% refund of maintenance costs if the bench ceases to exist at the six-year maintenance stage. After this period no refunds will be given.

## **Application Process**

Applications for donated memorial benches are processed all year round. On receipt of a request the council will respond within 6 weeks.

Once an application has been approved it may take up to 12 weeks for the installation of a bench and plaque. Conditions of Dedication Donated memorial benches are installed for a fixed term of ten years. At the end of the ten-year period the council will attempt to contact the seat donor and offer to extend the period based on the charge of the service at that time of renewal. If after ten years a new period is not entered into the bench will be removed or refurbished and be made available for reallocation to a new donor.

The council will try and accommodate the applicant's preference for the bench location. The council reserves the right to refuse an application if the preferred location is unsuitable and to offer an alternative site. Once the seat has been installed it becomes the property of the council.

The council then takes liability and responsibility for all maintenance requirements. No maintenance of any kind should be undertaken by the donor, their family or their representatives.

## **Floral Tributes**

Floral tributes or any other memorabilia are not permitted to be left permanently on or at seat locations and must be removed within 10 days. Any such items found will be removed by the Council.

At the end of the dedication term, and where it is not possible to contact the seat donor to offer to extend the period or where the seat donor chooses not to renew the donation, the council may remove the memorial plaque and where reasonably practicable return it to the bench donor. The bench will then be refurbished and made available for reallocation to new donors. It is the responsibility of the donor to notify the council if your address or contact details change.

Policy Adopted by Dymchurch Parish Council: 7<sup>th</sup> December 2021

Next Review Date: December 2024

Email/ Written response to an Enquiry



Dear Sir/Madam

### **DONATED MEMORIAL BENCH / PLAQUE**

Thank you for your recent enquiry.

The cost of donating a new standard memorial bench to Dymchurch Parish Council is £1,500.00.

This includes the cost of a standard plaque and maintenance of the bench for 10 years. Your seat will remain on site for 10 years. After this time, we will invite you to re-dedicate it. We will be responsible for maintenance and reasonable repairs for the bench over the 10 years. The maintenance will be carried out twice during that time - between years three and four, and between years six and seven. Please find a copy of our Donated Memorial Bench Policy and application form enclosed.

Should you wish to proceed, please complete, and Submit an application form. Please note that a non-refundable deposit of £150.00 must be paid once the form has been returned to us and we confirm an agreed location with you. All cheques are to be made payable to Dymchurch Parish Council. It will take up to 12 weeks (approximately) to install your bench from the time we receive your deposit and signed application form. Please do not hesitate to contact us if you have any queries by emailing [dymchurchpc@outlook.com](mailto:dymchurchpc@outlook.com) or writing to Dymchurch Parish Council, 13 Orgarswick Avenue, Dymchurch, TN29 0NX.

Yours Sincerely

Dymchurch Parish Council



## Memorial Bench Application Form

<b>Full Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel Number</b>	
<b>Email Address</b>	
<b>Preferred Location</b>	
<b>Plaque Wording</b>	

**(Note: 5 lines with maximum 36 Characters per line (including spaces))**

We can only supply and install benches on land managed or owned by the Parish Council. We will check the suitability of your requested location once we receive your application.

### Disclaimer and Signature

By signing this application form I agree that the wording for the plaque will be as interpreted from the wording supplied. I also understand that I will be required to pay the cost of the bench in full before installation.

**Signature:**

**Date:**

Please return completed forms by email or post to:

Dymchurch Parish Council, 13 Orgarswick Avenue, Dymchurch. TN29 0NX.