



Document Control

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Addingham Parish Council

Memorialisation Policy

INTRODUCTION

Addingham Parish Council (APC) aims to ensure a clear, structured and sympathetic approach to the management of memorialisation to parishioners on land that it owns. This also needs to account for the sometimes-contrasting needs of a variety of users.

The policy also seeks to ensure that memorial benches are installed 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. The policy will establish responsibility for maintenance, repair and replacement.

Any applications or queries on memorialisation should be made to the Clerk clerk@addingham-pc.gov.uk

APPLICATION PROCESS FOR MEMORIAL BENCHES

In the first instance, the applicant should read this policy and then contact the clerk to discuss. The applicant will be asked, at a minimum, to confirm the following:

- That the applicant is the next of kin or executor for the person being memorialised
- Name contact details of applicant and name of person being memorialised

- Confirmation that person being memorialised was a resident of Addingham, or otherwise
- The full plaque inscription
- Preferred style of bench (wooden or recycled plastic)
- Preferred bench location and position, and any alternative locations
- Confirmation of commitment to onward maintenance of the bench (see Conditions)
- Acceptance of all Conditions

The clerk will present the application to APC at the next council meeting for consideration of approval. APC councillors may have further questions of the applicant before approval can be given; best attempts will be made not to prolong the decision-making process.

CONDITIONS FOR MEMORIAL BENCHES

- Applicant is required to maintain the bench for the duration of its life
- Applicant should ensure that APC is always in possession of current contact details
- The rights to the placement of the bench remain those of the applicant and cannot be passed to others unless specifically agreed by APC and the applicant
- Person being memorialised must have been a resident of Addingham – exceptions on a case by case basis
- Applicant is required to pay for bench, plaque, and all installation costs – exceptions on a case by case basis
- Method of installation to be agreed by APC; eg on paving slabs, on concrete foundation
- Contractor installing the bench must be appointed by APC
- Bench style/colour to be approved by APC; must be in-keeping with the area
- Bench plaques to be maximum size: 175mm x 75mm in the centre, upper most bench slat
- Plaque inscription to be approved by APC; Council reserves the right to refuse applications on this basis
- APC will not grant applications for memorial benches to pets
- APC will limit the number of benches in some areas: final decision by council
- Location/position to be chosen to maximise the benefit and development of the village
- 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.

ONGOING MAINTENANCE OF MEMORIAL BENCHES

- APC will contact the applicant in the event that the bench is damaged or beyond repair
- Damage to bench must be resolved by the applicant with no cost attributed to APC
- APC reserves the right to remove a bench if:
- In the view of the clerk or council, it is deemed to be beyond economical repair
- If it has not been repaired within 2 months of alerting the applicant using the contact details provided, unless an action plan to repair/replace the bench has been agreed within those 2 months
- If the bench is deemed to be dangerous or a risk to the public we will carry out action and then look to recover the costs – this could result in the bench being removed immediately

- (u) APC accepts no replacement liability for the bench or plaque at the end of its life and will dispose of any such bench
- (v) In the event that a damaged bench is removed, APC will offer the applicant the option to place a new bench; if the applicant cannot be contacted using the provided contact details, after a period of 3 months, APC reserves the right to offer the bench place to another applicant.
- (w) In some cases, APC does not have records of applicants. In the event that a damaged or worn bench is deemed beyond economical repair, in the view of the clerk or council, social media will be used to trace relatives. If none can be contacted, APC will dispose of any such bench.