

BEWDLEY TOWN COUNCIL

MEMORIAL BENCH SEAT POLICY

Introduction

Bewdley Town Council has adopted this policy in order to facilitate members of the public if they wish to donate:

- a new bench seat with accompanying plaque in memory of a deceased person
- a plaque on its own to be fixed to an existing seat.

This policy relates to the administrative area covered by the Bewdley Town Council. It therefore includes Wribbenhall.

Objectives

- To respond to requests by relatives and friends of a deceased person to provide some lasting memory of that person;
- To contribute to the overall amenity of the town by providing bench seats and securing their maintenance for the future.

Conditions

All requests for either new bench seats with plaques or for plaques to be fixed on existing bench seats must be made on the relevant form signed and submitted to the Town Clerk.

New bench seats will be of a type, design and colour approved by the Council to ensure some consistency with existing ones in place throughout the town.

The purchase of each bench seat and/or plaque and their installation will be carried out by the Council.

Once installed, the bench seat and plaque will become the property of the Council. It will be insured and maintained for an initial period of ten years.

After that period of ten years the Council will endeavour to contact the donor and seek a further agreement for continued maintenance of the plaque and bench seat. This arrangement may be subject to a further fee being charged at the discretion of the Council. If the donor cannot be contacted for any reason, the Council may in its discretion remove the plaque and allow the bench to be available for new donors.

The Council does not permit the provision of bench seats and plaques other than as supplied by or through the Council.

Location

The location of new bench seats will be decided by the Council subject to consultation with the donor beforehand.

The Council will endeavour to provide a new bench seat at the site chosen by the donor. However, the number of sites may be limited if there is already a sufficient number of seats in that area or vicinity. Sites will be limited to either land which forms part of the public

highway or land within parks, amenity areas and public open spaces. In respect of highway land the consent of the County Council will need to be obtained and for parks and amenity areas that of the District Council or Community Housing. The Council will seek such consents but no guarantee can be given as to whether such would be forthcoming.

This policy does not apply to bench seats being placed on privately owned land over which the Council has no control.

Plaques/Inscriptions

The precise wording of any plaque or inscription must be approved by the Town Clerk with the object of having some consistency in the nature of the wording and style of lettering. Further guidance can be given as to what may be acceptable.

The size of the plaque should be no greater than a width of 150mm and height of 60mm.

The plaque will be fixed to the upper back rail or slat of the bench facing forwards.

No bench seat will have more than one plaque.

Charges

New bench seat with plaque within town centre designated area £1500

New bench seat with plaque outside town centre designated area £1000

Plaque fixed to existing (refurbished) bench seat within town centre designated area £500

Plaque fixed to existing (refurbished) bench seat outside town centre designated area £300

The above charges apply as at August 2015 but are subject to annual review as from 1st April in each calendar year.

Once the location (with necessary consents) and type of bench seat and plaque inscription have been agreed with the donor, the Council will issue an invoice for the appropriate amount. Payment in full by way of cheque will be required as a condition of the order then being progressed.

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20.7.15

<p>Approved Bewdley Town Council Minute No. 8156 03 August 2015</p>
