

Leeds Parish Council

Memorial Bench Policy

1. Introduction

Leeds Parish Council supports the needs and principles of allowing memorial benches within the Parish and is mindful that these facilities should be available for the enjoyment of the community. Therefore, the Parish Council will ensure that these installations are managed and regulated for the mutual benefit of all.

This policy outlines the key conditions and procedures for the placement of memorial benches.

The policy will be reviewed and updated as necessary to accommodate changing circumstances.

2. Locations

- The location of memorial benches will be considered by the Parish Council upon application.
- Placement will be subject to suitability, availability, and the Parish Council's discretion.
- The Parish Council reserves the right to decline applications if the proposed location is unsuitable or if there is insufficient space.

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3. Policy – Terms and Conditions

- All applications for memorial benches must be completed using the official request form and signed by the applicant.
- Dedications must be for individuals who were Leeds residents or had a strong connection to the Parish.
- Benches must conform to the type, colour, and style approved by the Parish Council to ensure consistency with the surrounding environment.
- Memorial plaques must be of the size and material stipulated by the Parish Council.
- The Parish Council has the final say on the style, design, and materials of the bench to ensure uniformity and durability.
- The Parish Council has the final say on the location of all benches, considering site suitability, public access, and existing infrastructure.
- The Parish Council reserves the right to remove any bench that is damaged beyond economical repair.

4. Ownership & Maintenance

- Once installed, the memorial bench will become the property of Leeds Parish Council.
- The Parish Council will be responsible for routine maintenance and repairs to ensure the bench remains safe and in good condition.
- In the event of vandalism, damage, or significant wear, the Parish Council reserves the right to remove, replace, or relocate the bench without prior notice.
- No additional plaques, decorations, or modifications may be made to the bench without prior written consent from the Parish Council.

5. Costs & Donations

- The applicant is responsible for covering the cost of the bench, installation, and any associated fees.
- Donations towards future maintenance are welcomed but not obligatory.

6. Application Process

- Applicants must complete and submit the official request form, including details of the person being commemorated and the proposed location for the bench.
- The Parish Council will review applications and confirm acceptance based on suitability and available space.

7. Liability & Compliance

- The Parish Council accepts no responsibility for theft, vandalism, or damage to memorial benches.
- All benches must comply with relevant health and safety regulations and accessibility standards.
- Any disputes regarding memorial benches will be resolved at the discretion of the Parish Council, and its decision is final.

This policy is subject to periodic review by Leeds Parish Council.

Memorial Bench Application Form
Leeds Parish Council
Memorial Bench Application

Application for: _____

Full Name: _____

Address: _____

Postcode: _____

Phone No: _____

Email: _____

Please notify us of any change of name or address so we can contact you if we need to. Please refer to our website for our Privacy Statement and Data Collection Policy.

Name of person for dedication: _____

Connection to Leeds: _____

Preferred location: _____

I agree to adhere to the specifications instructed by Leeds Parish Council when purchasing the bench and will use an installation contractor who has been approved by the Council prior to the installation.

Signed: _____

Date: _____

Please return the completed form to:

Leeds Parish Council, 4 Birkhall Close, Chatham, Kent, ME57QD

Email: clerk@leedsparishcouncil.gov.uk

For Office Use Only

Application received on: _____

Application approved: YES / NO

Approval date: _____

Bench specification approved: YES / NO

Installation contractor approved: YES / NO

Bench location approved: YES / NO

Comments: _____