

STURMINSTER NEWTON TOWN COUNCIL

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Memorial Bench Policy

Introduction

Sturminster Newton Town Council acknowledges the wish of some residents to remember loved ones with a Memorial Bench in one of our open spaces and is happy to agree to such requests where possible.

Objective

The objective of this policy is to set out clear guidelines for the purchase, placement and maintenance of a Memorial Bench. This will ensure that the appearance of our open spaces is not compromised and that memorial benches and plaques are of a design and material approved by the Town Council. It is important that those making a request remember that public spaces are for the mutual benefit and enjoyment of all, improving wellbeing and visitor enjoyment.

Application Procedure

All applications for memorial benches should be made using the official application form which can be downloaded from the Town Council website or obtained from the Town Council Offices. Applications will be approved by the Town Clerk under delegated authority.

Parameters

The subject for the memorial bench must either have been a resident of Sturminster Newton or have another significant connection with the Town.

The Town Council will endeavour to accommodate the wishes of the Applicant regarding location of the memorial bench. If this is not possible due to space restrictions an alternative location may be suggested.

The approved Memorial Bench is the HB20 Traditional 3 Seater Bench supplied by Charles Taylor Trading 01538 361382 <https://charlestaylortrading.com/collections/chairs-benches/products/hb20-traditional-3-seater-bench> must be ordered and paid for by the Applicant directly, with delivery to the Town Council Offices.

Carved inscriptions are not permitted due to repair and maintenance issues.

Memorial plaques must be purchased and engraved by the Applicant. The wording, size, material and fixing method must be approved by the Town Council prior to engraving. Plaques should be approximately 12cm by 4cm, manufactured in brass plate or UV acrylic, and fixed using screws.

The affixing of plaques to existing benches will not be allowed.

The memorial bench and plaque will be the property of the Town Council and not the Applicant.

The Town Council accepts no responsibility to the Applicant if the memorial bench or plaque is damaged, vandalised or stolen.

The Town Council reserves the right to remove or relocate memorial benches at any time. Every effort will be made to contact the Applicant in either of these circumstances. Applicants are responsible for informing the Town Council of any change to their contact details.

The Town Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life, as determined by the Grounds Manager in accordance with the Council's maintenance standards.

No additional mementoes such as statues, flowers, wreaths or vases will be permitted on or around the bench.

Approved on: 25 March 26

Review due: March 28

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Memorial Bench Application Form

Please complete this form in BLOCK CAPITALS.

The completed form should be emailed to admin@sturminsternewton-tc.gov.uk or returned to the Town Council Offices, Old Market Hill, Sturminster Newton, DT10 1FH

Applicant Name _____

Address

Telephone Number

Email Address

Relationship to deceased

Name of deceased

Last address of deceased

If the deceased was not a Sturminster Newton parishioner at date of death please explain their significant connection to the parish

Wording to be engraved on plaque

I confirm that I have read Sturminster Newton Town Council's Policy on Memorial Benches and agree to the conditions contained therein.

By completing this application form you agree to your details being held in line with the Town Council's privacy policy. This policy can be found on our website www.sturminsternewton-tc.gov.uk or in the Town Council Office

Signature of Applicant _____

Date _____

Location: _____

Approved (Signed/Date) _____

Comments: _____
