

**Mayfield and Five Ashes Parish Council
Memorial Bench Application Form**



Name of deceased:

Date of death:

Deceased Address when residing within Mayfield or Five Ashes:

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Your details:

Name.....

Address:

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Telephone number:

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E-mail address:

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Wording for Plaque

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The style of bench that has been approved by the Parish Council is the 'Traditional 3 seat' designed and supplied by Marmax (See Memorial Benches Policy Annex 1). The seat will be set on a concrete base.

Total Cost: £1,000

The dedication plaque is included in the price. It also includes delivery, installation, insurance, routine inspections and any reasonable maintenance fees.

I agree to the terms of the Memorial Seat Policy (please tick)

Signature:

PLEASE PRINT NAME:

Please return this form to:

Mayfield and Five Ashes Parish Council, Old Manor House, High Street, Mayfield, TN20 6AL

Telephone number: (01435) 873784

E-mail: clerk@mayfieldfiveashes.org.uk

Mayfield and Five Ashes Parish Council Memorial Benches Policy

This policy will take effect from 13 May 2019 and relates to all new applications accepted since that date.

1. Purpose and Scope

- 1.1. Mayfield and Five Ashes Parish Council supports the principle of allowing memorial benches within the Parish and will manage and regulate the process. However, the Parish Council must take into account that there is a finite number of spaces for such memorial seats.

2. Location

- 2.1. The Parish Council is prepared to maintain overall control of siting benches and will adopt those on Parish Council land at Court Meadow Recreation Ground.
- 2.2. The Parish Council will **not** adopt or accept any responsibility for benches placed on private land or on or near a highway that is subject to a licence from East Sussex County Council.

3. Terms and Conditions

- 3.1. All applications for memorial benches should be completed on the official request form and signed by the donor in agreement with the next of kin, personal representative and/or the executors.
- 3.2. The Parish Council will try to accommodate the request and preference of the families as to the location of a bench at Court Meadow however the Parish Council has the final decision.
- 3.3. Each bench shall be secured by a concrete base and the legs shall be dug and set in the concrete below ground. The area in front of the bench will be dressed by the concrete base.
- 3.4. No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.
- 3.5. There are no designated locations on land owned or leased by the Parish Council where ashes can be scattered including around memorial benches.
- 3.6. All benches and associated plaques should be paid for by the donor prior to installation by BACS payment only. Payment details will be provided once the application is accepted.
- 3.7. Benches will be purchased by the Parish Council to ensure suitability for general public use. The Parish Council may also limit the number of benches in particular areas. In particular, no more than ten memorial benches will be allowed at Court Meadow at any one time.
- 3.8. The inscription on memorial plaques shall be a suitable statement which must be approved by the authorised officer of the Parish Council.
- 3.9. The Council will maintain the bench, but the Parish Council accepts no liability for replacement of the bench or the plaque at the end of its useful life.
- 3.10. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named persons on the request form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
- 3.11. When the memorial bench is coming to the end of its life the Parish Council will try to contact the owner by telephone, email or post to inform them of the situation and whether they would like the bench and memorial plaque to be replaced for a further fee. If there is no

reply after three months the Parish Council will remove the memorial plaque and retain the memorial plaque for a year. If the bench is in a poor state of repair, it will be removed.

3.12. The Parish Council retains the right to re-site a bench should this become necessary.

3.13. The Parish Council accepts no liability for damage to benches by a third party.

3.14. If the bench does become damaged and the Parish Council can successfully claim for a replacement under the terms of its insurance, the donors will be contacted if possible. If requested by the donor, the bench will be replaced at a cost to the donor that reflects any insurance excess payable.

3.15. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to your bench being removed without further notice.

Annex 1

Design of bench approved by Mayfield and Five Ashes Parish Council

Marmax Traditional 3 Seat Design



-----**End of Policy**-----