

BURNHAM OVERY PARISH COUNCIL

Memorial Bench Policy

Introduction

Burnham Overy Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all. A Memorial seat will normally be allowed if it is felt that the association of the deceased with the village is sufficient.

It is the intention that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

Locations

This policy covers only the playing field located on Gong Lane/New Road, Burnham Overy Staithe.

Policy

1. All applications for memorial benches should be completed on the official request form and be signed by the applicant.
2. The Parish Council will limit the number of memorial benches in a particular area.
3. Benches will be of wooden structure and prior to installation the design approved by the Parish Council to be in keeping with the intended location. For avoidance of doubt it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to Council for approval. The benches must be securely fixed in position
4. The applicant should ensure that the Parish Council is in possession of current contact details.
5. Memorial plaques fitted to the benches to be a maximum size of 175 mm wide x 75mm high or shall fit the centre of the upper most part of the bench or whichever is the greater. The plaque shall be installed with non-return security screws.
6. The Parish Council reserves the right to remove any memorial benches that has been damaged and are beyond economical repair or have not been repaired within 4 weeks of the notification to repair the memorial bench.
7. The applicant must agree to maintain and upkeep of the bench.
8. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
9. The Parish Council accepts no liability for damages caused to any person(s) by a memorial bench. Liability remains the bench owner.
10. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
11. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibly of the original applicant.
12. The Parish Council will, if it proves necessary, move any benches to a new position or remove them (They will be offered back to the original applicant).

Other Locations in the Parish

The grass verges just off East Harbour Way and Norfolk Coastal Path Bank: -

These areas of land are not owned by the Parish Council. The landowner, Holkham Estate would need to be contacted for permission for any benches to be placed in this area.

This policy was adopted at a meeting of Burnham Overby Parish Council

On 4th May 2021

Memorial Bench Enquiry Form

Please complete, print and return to: The Clerk, Burnham Overy Parish Council, 5 Wells Road, Burnham Overy Town, PE31 8HU

Contact details:

Name:

Address:

Telephone:

Email:

Where would you like your bench to be placed:

Memorial plaque: what message would you like on the memorial place (for Council approval)

Form of Agreement for a Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench.

Memorial Agreement between Burnham Overy Parish Council and (name and address):

This letter sets out the agreement a new bench to be place at:

Your bench will carry a memorial plaque or engraved inscription in the name of:

Your memorial message will read:

I (name) _____ will accept full responsibility of the bench.

The above named will be responsible for the bench for the period of its natural life (approximately 15 years). Once the bench has reached the end of its natural life, the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft, vandalism or damage and will not be able to replace or repair either the bench or the plaque in this event. I understand and agree to al the conditions above and enclose my pictorial design statement for approval.

Signed:

Dated:

Contact Telephone Number:

