

# St Dennis Parish Council Policy for Provision of Memorial Benches.

The Parish Council will facilitate the purchase and placement of memorial benches in the cemetery and the Garden of Rest on request where appropriate opportunities exist.

## Introduction

St Dennis Parish Council receives occasional requests from members of the public who wish to place a memorial bench within the Cemetery. Although there is no legislative requirement for the provision of public or memorial benches, it is accepted that they provide a useful and appropriate public amenity in these areas.

This policy recognises the need for a consistent approach to the provision of memorial benches within the Cemetery. A rationalisation of the range and quality of infrastructure is also needed to avoid items which are not in keeping with existing benches are onerous to maintain or have a poor life expectancy.

The Cemetery Committee are responsible for the provision and management of all seats and benches within the Cemetery grounds owned or managed by the Council.

Memorial benches will be purchased and maintained by the Parish Council. Most requests are for benches to be placed next to a particular headstone. Site operations, maintenance access, and proximity of other benches restricts the space available for new benches so the nearest appropriate space to the requested location will be offered. To ensure high standards, the style of bench has been approved by St Dennis Parish Council.

The policy therefore continues to welcome applications for the placement of benches for appropriate locations within the Cemetery. The operating principles below will ensure that requests for memorial benches are responded to in a consistent, efficient and helpful manner. It will result in benches being purchased and installed in appropriate locations to ensure they are suitable and in keeping with the area.

St Dennis Parish Council will accommodate requests for the placement of memorial benches within the Cemetery according to the operating principles below.

## Operating principles:

1. The location in which the bench will be placed is determined by the Cemetery Committee, dependant on need and availability. While the Parish Council tries to locate a bench at a requested location, this cannot be guaranteed, benches will be located where they do not impede the operation or maintenance of the site.
2. Only sites which do not already have a sufficient number of benches will be considered. This will be determined by any site-specific management plans or by any working group with this designated responsibility.
3. The bench style for use in the Cemetery is the high quality associated with the provision for public seating. As shown in Annex 1
4. To ensure installation is undertaken safely to the required standards, the Parish Council will provide and install the memorial bench.
5. Publicity on St Dennis Parish Council website will provide information and an enquiry form for the placement of memorial benches. The enquiry form is shown in Annex 2.
6. Retention of a memorial bench will be for the expected life period of the bench only, after which time it may be removed. Removed plaques will be offered to the original plaque applicant where practical. Any replacement bench on that site would be treated in the same way as a new memorial bench.
7. The number of benches being placed within the Cemetery Grounds will be limited to an annual allowance and will be at the discretion of the Parish Council.
8. The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing built up algae and grime, removal of graffiti and repairing minor faults within resources available.
9. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.

## Memorial bench placement procedure

This section describes the procedure which will be followed from the first contact with the applicant enquiry to the last contact to inform them that the memorial bench is in place.

1. Applicant enquiries coming to the Parish Council office, enquirers are directed to the website to view the policy and download a memorial bench placement

enquiry form as shown in Annex 2. If required, an enquiry form is posted to the applicant.

2. Applicant completes the enquiry form specifying a requested location and sends this by e-mail or post to St Dennis Parish Council. It is forwarded to the Cemetery Committee for action.
3. The Cemetery Committee look at the requested location for the bench and decides, by applying the operating principles, whether a memorial bench is appropriate in this location. If the requested location is not suitable the nearest alternative location will be offered.
4. The Parish Council office contacts the applicant to confirm or discuss the details by phone, and if an alternative location is required may arranging a site meeting to agree an alternative location for the bench.
5. The Parish Council office ensures the work has been carried out as specified, photographs the bench and ensures all information is recorded in the asset management system for future reference.
6. The Parish Council office ensures a letter and photograph is sent by post or e-mail to the applicant to notify them that the bench is in place.

Annex 1 Council standard for the installation and maintenance of memorial benches.



Sabastian bench (or equivalent)

**The Sabastian Bench**

The Sebastian Bench is manufactured from pressure treated Redwood. The bench is 1220mm long the bench is a quality yet simple product. The timber is a natural product and will be subject to movement and weathering as it seasons.

All benches will be anchored to a purpose-built concrete base.

**Maintenance advice**

The bench will be painted in a suitable black weatherproof paint and will be included within the Parish Council bench maintenance schedule.

**Maintenance standard**

Benches must be kept structurally sound and free from a build-up of algae or grime.

Annex 2 Memorial Bench Placement Enquiry Form – Hall Road Cemetery and Garden of Rest.

**Memorial Bench Placement Enquiry Form**

Please complete, print, and return to: St Dennis Parish Council, ClayTAWC, Fore Street, St Dennis, St Austell, PL26 8AF. (Pre-printed copies are available on request from the same address)

**Section A your contact details (Please supply your contact details below)**

Name .....

Address .....

Telephone ..... E-mail :.....

**Section B Requested location**

(Please specify your preferred location for the bench below ie location within the cemetery or Garden of Rest)

I would like my bench to be placed within the area of

Section.....Row.....Plot.....

.....

General Data Protection Regulation: St Dennis Parish Council will gather personal information for the purpose of carrying out interment/burial/memorial related work. We will ensure that the data you give us is processed in line with your rights under Data Protection legislation. When you use our service you are consenting to us processing your personal data in order to send you information about our services. For further information about how your data is used and stored, please go to <https://stdennisparishcouncil.org.uk/policies/>

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