



## **VIGO PARISH COUNCIL MEMORIAL BENCH POLICY**

Vigo Parish Council recognises that residents may wish to commemorate loved ones by installing memorial benches on Parish Council community-owned land in Vigo.

This policy is designed to ensure a consistent approach to bench placement, style, and maintenance while preserving the character of public spaces.

### **Application Process**

- All requests must be submitted in writing to the Parish Clerk.
- Requests must be made by a resident, or past resident, or on behalf of a resident of Vigo Parish.
- The Parish Council will review applications at its next scheduled meeting.
- Applicants must provide their postal address, email, and telephone number for future contact. These details will be kept securely and not shared.

### **Bench Design & Specification**

- The Parish Council will only approve a traditional-style, three-seat bench made from recycled plastic to maintain consistency with existing benches.
- The applicant may choose to arrange for a commemorative plaque themselves or request the Parish Council to arrange it.
- Details on the required plaque size, material, and installation method will be provided.
- All plaques must be pre-approved by the Parish Council before installation.

### **Donation & Costs**

- A donation of £600 is required to cover the cost of the bench, delivery, and installation.
- The Parish Council will purchase and own the bench.

### **Placement of Benches**

- While applicants may propose a location, the Parish Council cannot guarantee that the request will be agreed and may suggest an alternative location.
- The Parish Council will determine the final placement.
- Before approval, nearby residents will be consulted, and any objections will be taken into account.

- Placement will consider accessibility, public safety, and the preservation of green spaces.
- The Parish Council reserves the right to limit the number of memorial benches in any given location.

### **Ownership, Maintenance & Repairs**

- The bench will remain the property of the Parish Council.
- The bench will be included in the Parish Council's insurance policy, asset register and risk assessment.
- The Parish Council will carry out routine maintenance.
- If significant damage occurs that requires major repairs or replacement, the Parish Council may contact the applicant to discuss possible solutions.
- The Parish Council reserves the right to remove or replace any bench that becomes unsafe or beyond repair.
- Where possible, the original applicant (or their family) will be informed before removal.

### **Life Expectancy, Replacement & Removal**

- The expected lifespan of the bench is a minimum of 10 years.
- If a bench requires replacement after this period or becomes beyond repair, the Parish Council will attempt to contact the applicant using the provided contact details.
- If the applicant cannot be reached or has moved on, the Parish Council reserves the right to remove the bench if it is beyond repair or deemed dangerous.
- Every effort will be made to contact the applicant before removal. This is why the applicant must provide contact details when applying.
- The commemorative plaque will be retained by the Parish Council for safe keeping.

### **Use of the Bench**

- Memorial benches are intended for sitting and quiet reflection.
- The Parish Council does not permit excessive decoration, including large floral arrangements, toys, or other commemorative items.
- Small floral tributes may be placed occasionally but must be removed within a reasonable time to ensure the bench remains accessible for public use. The Parish Council reserves the right to remove any floral tributes within 10 days of them being placed.
- Any unauthorised decorations may be removed by the Parish Council.

**POLICY FORMALLY AGREED:**

**FULL PARISH COUNCIL MEETING 10<sup>th</sup> APRIL 2025**

**ANNUAL COUNCIL MEETING 8<sup>TH</sup> MAY 2025**