

Dronfield Town Council

Memorial Bench Policy

Version History

Version	Updates	Minute Reference
Updated and approved July 2022	Inscription on Benches	086/22-23

Dronfield Town Council supports the needs and principles of allowing memorial benches in its cemetery and parks. The Council is mindful that public facilities are accessed and enjoyed by a wide range of people. Therefore, the Council will ensure that the cemetery and parks are managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashions and trends. The policy will be reviewed at least every five years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorial benches will be issued with a copy.

1.0 Objectives of the Policy

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of the cemetery and parks.

The policy will also ensure that only memorial benches are erected which are:

- Instigated only by the next of kin or executor.
- Benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

2.0 Locations

The Town Council have a number of pre-prescribed locations where memorial benches can be placed within Dronfield Cemetery, Sindelfingen Park and Cliffe Park. Once these locations have been taken, no further memorial bench applications will be processed. Locations within any of the other Town Council owned parks would have to be pre-agreed with the Town Council.

For a copy of the maps showing the locations benches can be placed within different areas please contact Michael Keys at michael.keys@dronfield.gov.uk.

3.0 Memorials

The memorialisation's which Dronfield Town Council offers are as follows;

- ❖ Memorial bench with plaque (subject to availability)
- ❖ Memorial plaque on an existing bench (subject to availability)

Memorial benches shall be positioned to maximize the benefit and development of the cemetery and parks, but the Council will attempt to accommodate the wishes of the applicants.

The Council will limit the number of memorial benches in particular areas. Therefore, the number shall be limited within the cemetery and within each park. The Council reserves the right to refuse applications on this basis.

The Council shall specify the type of bench to be installed to be in keeping with the intended location and safety of the public.

4.0 Lease Period

All memorials are based on a 10-year lease and will remain the property of Dronfield Town Council. The lease can be renewed after this period if the applicant wishes. The fee payable covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.

Upon the end of the 10-year period, any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any bench which, in its opinion, is damaged or beyond economic repair.

5.0 Inscriptions on Benches

Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench.

The suggested inscription on the plaque is:

“In (Loving) Memory of” (the name of the person)

Date of birth and date of death.

Inscriptions are required to be:

- Appropriate for use within a public area. Any threatening, abusive or insulting inscriptions will not be approved.
- Apolitical. No political references will be authorised.

Plaque wording is subject to final approval by the Town Clerk/Cemetery Clerk.

6.0 Process

Once an application for a memorial bench has been received, the bench location will be agreed with the outside services team. The Town Council shall arrange for the purchase and installation of the bench, unless otherwise agreed with the applicant.

The Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the bench. These items will be removed immediately without reference to the original applicant.

7.0 Payment

Payment is required with every completed application form. (Application Form on Page 4)

Cheques should be made payable to Dronfield Town Council.

Costs will be reviewed on an annual basis and the latest memorial bench costs can be gained by calling the Town Council Offices on 01246 418573.

8.0 Conditions

Dronfield Town Council reserves the right to install benches or place memorial plaques where suitable, but will, where appropriate, will try to accommodate requests.

Once installed, the bench cannot be repositioned or removed from the site. However, should a bench become unsafe, Dronfield Town Council reserves the right to remove immediately in the interest of health and safety, until repairs or replacement can take place.

Dronfield Town Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

For more information:

Please contact Dronfield Town Council on 01246 418573 or e-mail townclerk@dronfield.gov.uk or michael.keys@dronfield.gov.uk regarding availability / current prices of memorial benches.

DRONFIELD TOWN COUNCIL

APPLICATION FOR A MEMORIAL BENCH AND PLAQUE

Name :

Address :

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Email :

Telephone number :

Preferred location of bench (please provide as much information as possible):

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The office team will contact you if there are any queries regarding the proposed location.

