

LYDD TOWN COUNCIL

Donated Memorial Bench Policy

Benches displaying a plaque of dedication are available to donate through Lydd Town Council to commemorate a loved one and can be placed on land managed by the Council at the Rype or the Banks.



Introduction

The policy will ensure that the Memorial benches and plaques are of a common appearance, style and size and to establish responsibility for maintenance.

The standard benches being installed at the present time are the Neptune Southampton seat which have hardwood slats as shown in the photograph but may be subject to change.



Residents of Lydd who wish to donate a bench should complete the application form with this policy.

A meeting will be held with the applicant, a representative of Lydd Town Council and our appointed contractor to determine the position of the bench.

A quotation will be provided which will include the cost of purchase of the bench, plaque, installation and maintenance costs.

Benches will be of a structure, design and colour approved by the Town Council to ensure continuity, minimise the need for maintenance and maximise the expected life of the bench.

Plaques are available in stainless steel or brass.

We do not permit third parties to provide their own benches for installation on Lydd Town Council land.

Charges for a Memorial Bench

The fee will cover the following:

Supply of bench 2100mm (to give an indication at 05/25 the cost was £585 + VAT)

Cost of delivery of bench

Installation kit

Supply of plaque with inscription

Installation of bench

Maintenance for a 10-year period

Lydd Town Council will invoice the applicant for the cost of the above and then place the order for the bench and plaque and plan with our contractor to install in the location as agreed. Delivery for the bench is approx. 6 weeks.

Maintenance

Once the seat has been installed it becomes the property of the Council, and our approved contractor will maintain the bench usually on an annual basis.

Bench and Plaque Safety and Security

The bench will be secured into the ground and has concrete style GPR supports with wooden slats. It is unlikely that the bench in its entirety would be stolen but should the slats become damaged by vandalism or wear and tear over time then the Council will endeavour to replace them. The Council does not accept replacement liability for the plaque.

Conditions of dedication.

Benches and the location are on a first come first served basis. The Town Council may limit the number of memorial benches in particular areas.

Donated Memorial benches are in memory of residents of the Parish of Lydd.

Memorial benches are not available in memory of pets.

No additional mementoes such as vases, statues, balloons or other ornamentation are allowed around the bench.

The wording of engraving on plaques is to be agreed and approved by the Council

Donated memorial benches are installed for a fixed term of 10 years during which time the Council will maintain them. At the end of the 10-year period the seat donor should contact Lydd Town Council to assess the condition of the bench which if in good condition may remain in place and the period of maintenance by the Council may be extended for a further period based on the charge of service at the time of renewal. If the bench is not in good condition the donor may wish for this to be removed with the option of purchasing a replacement bench.

It is the responsibility of the donor to contact Lydd Town Council at the end of the ten-year period and to notify the Council if their contact details change during this period.

Terms and conditions of processing an application for a Memorial Bench

All requests for the donation of a memorial bench should be made on the application form provided with this policy and be signed by the applicant

All memorial benches must be paid for by the applicant before the completion of the order and installation by Lydd Town Council.

LYDD TOWN COUNCIL MEMORIAL BENCH APPLICATION FORM

CONTACT DETAILS	Insert details in this column please
Name of applicant	
Address	
Telephone number/s	
Email address	
PREFERRED LOCATION	
Please indicate if you would like the bench to be installed at the Rype or the Banks and indicate the position – a photograph and adjacent road name/ house number will help.	
MEMORIAL PLAQUE	
Name and dates of person/s for dedication	
Memorial message (for Council approval)	
Persons connection to Lydd	
Signature	
Date	

OFFICE USE	
Approved Memorial message	
Agreed location	
Payment received and date	
Name of officer reviewing and agreeing	
Signature of officer	
Date approved	
Order number and date placed with supplier	
Delivery date and delivery address	
Contractors date for installation	
Completion date	