

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 doner 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	

LYDD TOWN COUNCIL**POLICY FOR TEMPORARY SKIP PERMIT****Temporary Skip Permit for properties adjacent to the Rype**

Lydd Town Council has adopted a Policy which sets out the permitted uses of the Rype. Part of this Policy allows the placing of temporary skips necessary as part of building works to adjacent properties. It is important that this action does not create a public nuisance and that the rules around Village Green status are upheld.

It is an offence to drive a vehicle more than fifteen yards from the road.

The legal restrictions on the use of a Village Green are designed to ensure that the land is retained as open land for the use of the public for recreation.

To obtain a permit for a temporary skip you will need to complete the Application Form attached to this policy and return it to Lydd Town Council for consideration for issuing a permit. A returnable deposit is required with the Application.

Conditions of permit

1. The skip shall be positioned on the perimeter edge of the Rype and so that it does not overhang the roadway or obstruct access or impede pedestrians or vehicles.
2. The skip is for builders' materials, rubble and waste or for household rubbish to be collected for their removal and disposal and shall **not** contain any explosive, inflammable, noxious or any other dangerous material which is likely to putrefy, or which otherwise is likely to become a nuisance to users of the Rype. All material placed in a skip shall be correctly loaded and disposed of.
3. The maximum size of skip permitted is an 8-yard skip which must be located as near as possible to the property for which it is required. During use, the contents of the skip shall be kept 'damped down' to prevent nuisance from dust, and any spillage shall be immediately removed. The method of filling the skip must not cause a nuisance or danger to pedestrians or traffic.
4. A locked skip is preferable to prevent misuse, and skips must be kept covered at all times unless they are being filled or removed. Any items left beside the skip by others will be the responsibility the skip hirer for removal.
5. The skip shall be removed as soon as practicably possible once it has finished being used by the customer or as soon as it has been filled and should not remain on the Rype after its permit has expired. Permits will be issued for a maximum period of two weeks.
6. The owner will require Public Liability Insurance to the value of £5 million, against any liability, loss or damage, claim or proceeding whatsoever arising under statute or common law in respect of placing a skip on the Rype or its removal. Lydd Town Council will not take responsibility for any injury, damage or loss resulting from the presence of the applicants skip.
7. You must make an application for a skip permit at least 10 working days prior to the intended placing of a skip on the Rype. This does not include weekends, bank holidays etc.

8. It will be necessary for a representative of Lydd Town Council to check the site location as to suitability before a permit is issued. Spot checks will be made to ensure compliance during the time that the skip is on the Rype.
9. The skip should be lit during the hours of darkness and be clearly marked with the owner's name and a 24hr contact number.
10. The permit is issued on the understanding that the skip is being used in conjunction with work at the premises named in the application and for no other purpose.
11. The skip must not be pushed or dragged on the Rype, and the collecting truck must not damage the surface of the Rype. If any damage occurs, then the deposit will be retained, any further costs incurred due to the damage will be charged to the applicant and the right to future permits may be withdrawn.

APPLICATION FOR A TEMPORARY SKIP PERMIT – THE RYPE

	INSERT DETAILS IN THIS COLUMN PLEASE
YOUR NAME	
YOUR ADDRESS	
YOUR CONTACT PHONE NUMBER	
YOUR EMAIL ADDRESS	
COMPANY NAME (Builders etc) and contact details	
ADDRESS FOR LOCATION OF SKIP	
DATES PERMIT REQUIRED From and To	
Do the works related to the use of the skip have planning permission?	
SKIP SUPPLIERS NAME AND CONTACT DETAILS	
SIZE OF SKIP Must not exceed 8 yards	
HAVE YOU ENCLOSED THE DEPOSIT PAYMENT OF £50 REQUIRED WITH APPLICATION?	YES NO
YOUR SIGNATURE	
DATE	

OFFICE USE	Insert details in this column
Location of skip checked and date	
Date form and deposit received method of payment	
Name of officer reviewing and agreeing	
Dates on permit	
Signature of officer	
Date approved	
Completion date/skip removed checked by and observations	
Deposit returned/date/issuing officer	
Deposit retained and reasons	
Future permits to be withdrawn?	