

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



Memorial Bench Policy

Document History

Adopted by COUNCIL – 20th February 2024

To be reviewed – May 2024

Philippa Beverley

Town Clerk

1.Objective

- 1.1. The Council recognises the wishes for memorial benches as a popular form of memorialisation chosen by families and will consider applications for such benches.
- 1.2. This policy details the broad administration process behind the application for benches and their installation and it not meant to be exhaustive.
- 1.3. The policy covers the Elloughton-cum Brough Town boundaries. Land not owned by the Town Council will be subject to permission granted by the landowner or the East Riding of Yorkshire Council (ERYC).

2.Administration

- 2.1. Memorial benches can be sited with the permission of the Council following a written application. Application forms can be requested via email at Town.Clerk@elloughtonbrough-tc.gov.uk or visiting the Town Council office 44 Elloughton Road, Brough HU15 1AE or visiting the Town Council website at: <https://www.elloughtonbrough-tc.gov.uk>
- 2.2. All applications for memorial benches must be made on the official application form and signed by the applicant.
- 2.3. The application form details the contact information of the individual requesting the bench, the desired location of the bench to be sited, type of bench requested and the details of the desired inscription.
- 2.4. The cost of the bench is calculated by the applicant based on the figures provided on the supplier's website. This cost is then checked by Council Office staff.
- 2.5. Completed application will be received at the next Full Meeting of Town Council for discussion and approval. Waiting times for a decision on completed application may vary due to the approval process and timetable of schedule meetings in the calendar year.
- 2.6. Payment for the bench is made directly to the supplier. At no point does the Council request payment for the bench.
- 2.7. The bench will be installed by the Town Council groundsman. The general cost of labour will be covered by the Town Council, but any additional installation costs may be required to be paid for by the applicant.
- 2.8. Arrangement of delivery of the bench to the Town Council office will be made by the applicant, in conjunction with office staff.

- 2.9. The Town Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the applicant to provide the Clerk to the Council with updated details in writing.
- 2.10. If a newly installed memorial bench is sited on the public highway, the Town Council will sign an indemnity form with the ERYC for this.

3. Location

- 3.1. Upon receipt of an application, the preferred site location will be verified with the ERYC as to whether it is classified as on or off the public highway.
- 3.2. To improve forward planning and provide better overall distribution of benches, memorial bench availability and sites will be allocated on an annual basis. Available memorial bench space is now allocated a site plot.
- 3.3. The Town Council will limit the number of memorial benches on land which it owns to maintain the aesthetics and to accommodate maintenance.
- 3.4. The Town Council will consult with residents living in the near vicinity if a memorial bench is to be sited in a new site plot, where a bench has not previously been located.
- 3.5. A set number of bench plots will necessitate a waiting list system for applications where a space is not free. Applications are treated on a first-come, first-served basis, starting from receipt of the completed application not from the time the application is requested.
- 3.6. Benches have an expected lifespan of approximately 10 years, depending on environmental conditions (for example: benches along the Haven in Brough do not last as long as those in more sheltered locations). Once a bench has been deemed no longer suitable for use and removed from site, the space will then be allocated to the next application on the waiting list for that area.
- 3.7. The Town Council is responsible for carrying out all maintenance to benches and reserves the right to remove a bench at any time if it is deemed to be a health and safety risk and/or repairs would exceed 50% of the purchase cost of a new bench. The Town Council would make every effort to liaise with the applicant should the latter be the case.

4. Supplier

- 4.1. All memorial benches are manufactured and supplied from the Council's nominated supplier. The purpose of this is to ensure that all benches are supplied and maintained to an approved standard.
- 4.2. Only benches purchased from the supplier via the Council to the specifications approved on the application are permitted.
- 4.3. Members of the public are not permitted to make their own benches, nor purchase a bench

from an alternate source. Unapproved benches may be removed from site and stored until collected by the family.

5. Memorialisation

- 5.1. Once sited, a bench becomes Council maintained street furniture for the use of all the public.
- 5.2. The forms of inscription offered for benches are:
 - Memorial Plaque (150mm x 50mm)
 - Memorial Plaque (200mm x 50m)
- 5.3. Memorials will be limited to benches. No additional mementos (eg vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial.
- 5.4. Any item left on a memorial bench may be removed during routine street cleansing or maintenance operations. These will be removed without liaising with the original applicant.
- 5.5. If any circumstances, a memorial bench is removed without contact with the applicant, the Town Council office staff will keep the memorial plaque for a maximum length of one year from date of removal.

6. Repairs and Maintenance

- 6.1. Benches are purchased with an approximate 10 year life expectancy. The Council retains the right to repair a bench within a minimal cost boundary. Should the cost of repairs exceed 50% of the purchase cost the bench may be removed.
- 6.2. The Town Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen.
- 6.3. All repairs are arranged by the Town Council. Members of the public are not permitted to carry out or to arrange repairs themselves, this includes the re-staining of benches. Applicants should contact the Town Council Office at Town.Clerk@elloughtonbrough-tc.gov.uk or 01482 665 600 to report any damages if required.
- 6.4. Repairs are to be undertaken by the Town Council's groundsman and/or nominated contractor and all costs within reason will be met by the Town Council.