



MEMORIAL BENCH POLICY

Adopted: Minute No:
Review date: July 2027

CONTENTS

1. INTRODUCTION	page 2
2. LOCATIONS	page 2
3. STYLE	page 2
4. DONATIONS	page 3
5. MEMORIAL PLAQUES – TERMS AND CONDITIONS	page 3
6. EXISTING MEMORIAL BENCHES	page 3
APPLICATION REQUEST FOR A MEMORIAL BENCH	page 4

BEMBRIDGE PARISH COUNCIL

MEMORIAL BENCH POLICY

1. Introduction

Bembridge Parish Council wish to offer the opportunity for residents to commemorate the memory of former parishioners and loved ones, whilst also helping to contribute towards the provision of public seating at strategic sites within Bembridge.

2. Locations

The Parish Council will determine the quantity and location of Parish Council benches in Bembridge.

3. Style

All Parish Council benches acquired from the date of this policy shall be three-seater hardwood or recycled benches of a similar style to the example shown below.



4. Donations

Applicants will be invited to make a donation towards the maintenance of Bembridge Parish Council public benches. The donation will give the applicant the right to affix a memorial plaque upon a Parish Council public bench for a period of 5 years. (Subject to availability of requested bench. If a specific bench is unavailable the applicant may be added to a waiting list, which will be maintained and monitored by the Parish Clerk).

At the commencement of the 5-year period the Parish council will endeavour to contact the applicant and offer the opportunity to make a new donation. If this offer is rejected the memorial plaque will be removed and, if requested, returned to the applicant.

Donations:

A memorial plaque upon a single seat (of a 3-seater bench) for a 5-year period = £500.00

An exclusive right to memorial plaque upon a full bench for a 5-year period = £1,200.00

5. Memorial Plaques – Terms & Conditions

- 1) All applications for memorial plaques should be completed on the official request form and be signed by the applicant.
- 2) The proposed wording of the memorial plaque should be included in the application and is subject to approval by the Parish Clerk.
- 3) Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high.
- 4) The applicant will provide the memorial plaque to the Parish Clerk, who will arrange for installation.

6. Existing Memorial Benches

Where permission for a bench has been granted prior to the approval of this policy, the Parish Council will continue to maintain the bench, however, the bench will be removed if the Parish Council deems it to be in an unsafe condition and replaced with a new bench. The Parish Council will endeavour to contact any existing owners of memorial plaques on removed benches to offer the opportunity to enter a new agreement in line with this policy.

APPLICATION REQUEST FOR A MEMORIAL PLAQUE

Full name:

Address:

Postcode:

Telephone:

Email:

Please ensure the Parish Office are notified of on any changes to your contact details.

Proposed wording of memorial plaque:

Preferred location of bench:

Amount enclosed: £

I agree to donate the required cost, and supply the engraved memorial plaque as per the term and conditions.

Signed:

Date:

Please return completed form to:

Bembridge Parish Council, 5 Foreland Road, Bembridge, Isle of Wight PO35 5XN

FOR OFFICIAL USE ONLY	
Date of installation	
Location	
Dedication to	



Parish Council Office
5 Foreland Road, Bembridge
Isle of Wight, PO35 5XN
TEL: 01983 874160

Opening hours: Tuesday to Friday 09.30 – 12.30