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**GREAT CORNARD PARISH COUNCIL**

**MEMORIAL BENCH POLICY**

**FOR THE COUNTRY PARK AND RECREATION GROUND AT THE STEVENSON CENTRE, GREAT CORNARD**

1. **Introduction**
   1. Great Cornard Parish Council supports the needs and principles of allowing memorial benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
   2. It is the intention that the policy covers only broad common issues and is not meant to be exhaustive. The content of this Policy will be revised as necessary to meet changing circumstances.
   3. The Parish Council reserves the right to refuse any application which It deems unsuitable. The decision of the Parish Council will be final.
2. **Locations**
   1. Great Cornard Country Park, Blackhouse Lane, Great Cornard, Suffolk, CO10 0NL
   2. Recreation Ground, The Stevenson Centre, Stevenson Approach, Great Cornard, CO10 0WD
   3. Any other Public Open Space owned and managed by Great Cornard Parish Council
3. **Policy – Terms and Conditions**
   1. All applications for memorial benches should be completed on the official application form and be signed by the Applicant.
   2. All memorial benches and installation costs should be paid for by the Applicant once the application has been approved. The location, type of bench and method of installation will be agreed between the Applicant and the Parish Council.
   3. Once the seat has been installed it becomes the property of the Council. The Council then takes liability and responsibility for the maintenance and reasonable repairs for the bench (except for the memorial plaque). No maintenance other than the cleaning and polishing of the memorial plaque shall be undertaken by the donor, their family or their representatives.
   4. The Parish Council will limit the number of memorial benches in particular areas.
   5. The Parish Council will notify the donor in the event that the memorial bench is damaged. The responsibility and cost of repair will be the Parish Councils. **The donor should ensure that the Parish Council is in possession of up to date contact details.**
   6. The Parish Council reserves the right to remove any memorial benches that have been damaged and are, in the view of the Council Manager or another member of staff, beyond economical repair.
   7. Benches will be concreted into the ground with the appropriate fixings.
   8. Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
   9. Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and to be an easy fit in the centre of the uppermost lath of the back of the bench. Please supply plaque inscription with your application.
   10. The Parish Council, in line with the current cleansing regime for benches, will monitor the cleanliness of the benches. This will not extend to the plaque, which is the responsibility of the owners to clean and polish.
   11. The Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original Applicant.
4. **Permitted Style of Bench**

Permission will only be given for a metal bench (style to be agreed at time of application).

Adopted: September 2019