



## Policy on Memorial Benches Application

### 1. Introduction

1.1 Stoke Gifford Parish Council acknowledges the wish of residents to remember loved ones with a memorial bench in one of the lovely open spaces / parks we are fortunate to have in the Parish Council. Stoke Gifford Parish Council are happy to consider such requests where possible. However, it is important that those making the request remember that public spaces are for the mutual benefit and enjoyment of all, improving wellbeing and visitor enjoyment.

### 2. Objectives

#### 2.1 This policy has been produced to:

- Be respectful and sympathetic to those seeking to install a memorial bench;
- Be clear and easily understood by residents and park users;
- Balance contrasting needs of open space users;
- Ensure that the open space areas are not compromised, and the high quality of their appearance is maintained;
- Establish responsibility for the maintenance, repair and replacement of memorial benches.

#### 2.2 The policy will ensure that memorial benches and plaques:

- Are of a design and material approved by Stoke Gifford Parish Council.
- Will not cause offence to the public.
- Are consistent with their surroundings.

### 3. Application Procedure

3.1 All applications for memorial benches should be made using the official application form which can be found at the end of this policy. All applications should be signed by the Applicant. If a hard copy of the application form is required, then this can be requested by telephoning the SGPC office on 01454865202 or emailing [clerk@stokegifford.org.uk](mailto:clerk@stokegifford.org.uk)

3.2 All memorial benches must be paid for by the Applicant before the installation commences.

3.3. Applications for a memorial bench will be presented to council at the next Recreation and Leisure meeting. Once approval has been sought the applicant will be informed and Part 2 of the process can proceed.

3.4 Should a request be refused, and the reason given by the Recreation & Leisure committee not accepted by the Applicant, then the Applicant has the right to request that the matter be referred to the SGPC Full Council meeting for a decision. That decision will be final.

3.5 SGPC will endeavour to accommodate the wishes of the Applicant regarding location of the memorial bench, but this will not always be possible.

3.7 The memorial bench and plaque will be the property of Stoke Gifford Parish Council and NOT the Applicant.

3.8 SGPC accepts no responsibility to the Applicant if the memorial bench or plaque is damaged, vandalised or stolen.

3.9 The Council reserves the right to remove or relocate memorial benches at any time. Every effort will be made to contact the Applicant in either of these circumstances.

3.10 The Council will only permit memorial benches for individuals. Applications by individuals requesting a memorial bench for an historic event or pets will not be considered.

3.11 The Council does not permit the interment or scattering of ashes within its recreation grounds and other open spaces.

#### **4. Memorial Benches and Plaques**

4.1 The Council will attempt to accommodate the wishes of Applicants who request a memorial bench but may have to limit the number of benches in a particular open space.

4.2 Benches and plaques must be of the type, material and colour specified by the Council in order to coordinate with any other benches already situated in the intended location.

4.3 If the bench is to be placed on grass it will usually be fitted to a concrete base. The Council will arrange for installation work to be carried out by Safety Green Contractor.

4.4 Memorial plaques fitted to benches are to be a maximum height of 5cm and length of 13cm and will be fitted in the centre of the upper most lath of the back of the bench.

4.5 Memorial plaques will be bought and engraved by the Applicant. The wording is to be agreed with the Council prior to engraving.

4.6 The affixing of plaques to existing benches will not be allowed.

4.7 The Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life as determined by the Recreation & Leisure Committee. If the Applicant wishes to purchase a replacement bench/plaque, then he/she must follow the same application procedure contained within the current Policy.

4.8 No additional permanent mementoes e.g. statues, flowers, wreaths, vases etc will be permitted on or around the bench.

4.9 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Applicant will purchase the bench, base, material and labour at current supplier cost. Delivery of the bench can be made to the SGPC office at an agreed time and date.

4.10 Should there already be enough benches in the open space of the Applicant's choice, the Applicant may be offered an alternative choice of location for a bench installation. The list of locations is available on request.

4.11 No other types of memorial will be considered and only one memorial bench per subject will be permitted.

5.

5.1 This policy will be reviewed annually by the Recreation and Leisure committee or as required.

*Reviewed by Parish Council May 2025*

# STOKE GIFFORD PARISH COUNCIL

## MEMORIAL BENCH APPLICATION

NAME OF APPLICANT	
ADDRESS OF APPLICANT	
MOBILE / TELEPHONE NUMBER OF APPLICANT	
EMAIL ADDRESS	
NAME OF PERSON THE MEMORIAL BENCH IS DEDICATED	
RELATIONSHIP TO THE APPLICANT	
OTHER INFORMATION TO SUPPORT THIS APPLICATION	
LOCATION OF THE BENCH (tick)	
<ul style="list-style-type: none"><li>• LITTLE STOKE PARK</li></ul>	
<ul style="list-style-type: none"><li>• MIKE GALLIVAN</li></ul>	
<ul style="list-style-type: none"><li>• MEADE PARK</li></ul>	
<ul style="list-style-type: none"><li>• FORTY ACRES</li></ul>	
<ul style="list-style-type: none"><li>• ROYAL PARK</li></ul>	
<ul style="list-style-type: none"><li>• TRUST GROUND</li></ul>	
<ul style="list-style-type: none"><li>• STOKE GIFFORD VILLAGE (NO FURTHER APPLICATIONS AVAILABLE)</li></ul>	
<ul style="list-style-type: none"><li>• OTHER</li></ul>	
PLEASE PROVIDE A PHOTO OF PREFERRED SITE LOCATION	
I have read the SGPC memorial Bench policy and agree to these terms	
<b>Signed</b>	
<b>SGPC Clerk to complete</b> Approval of application Yes / No Date of Council Meeting – Ref Mins Date Applicant contact by Clerk to proceed with purchase	
<b>No Action required by applicant until Council approval has been agreed</b>	

## Part 2

- ✓ Once application approved at Council
- ✓ Bench location approved by Clerk / Head Groundstaff
- ✓ Date of Delivery agreed

**Applicant can proceed to order Bench**



### **COST - STOKE GIFFORD MEMORIAL BENCH**

Product Bench name = Brighton Seat ref SKU 1914

Supplier – Earth Anchors 020 8684 9601

<https://www.earth-anchors.com/product/brighton-seat/>

\*Price as of 1 April 2025 = £991.20 Frame colour = Black only please

\*Price subject to change

#### Extra Costs

Engraved Inscription + £42

#### **Ground Fixing**

Concrete Base = £16.80

Plus £250 for concrete base flooring if required – Safety Green to install

Or

Soft Ground Grass Fitting = £93

#### **Delivery Address for product**

Stoke Gifford Parish Council, The Community Hall, Little Stoke Lane, Little Stoke

BS34 6HR (Contact Number 01454 865202)

Delivery from 8am – 3pm Monday - Friday