



BRANDON

TOWN COUNCIL

Memorial Bench Policy

1. Introduction

This policy outlines the terms and conditions for the installation and maintenance of memorial benches at agreed sites within the Council's jurisdiction. The aim is to provide a respectful and lasting tribute to loved ones while ensuring the upkeep and aesthetic of public spaces.

2. Application Process

- **Eligibility:** Applications are open to all Brandon residents wishing to commemorate a loved one. (Non-residents would be considered on a case-by-case basis with the decision of the Council being final)
- **Submission:** Applicants must complete the Memorial Bench Application Form and submit it to the Council office.
- **Approval:** The Town Clerk will review applications and notify applicants of the decision.

3. Licence Terms

- **Duration:** The licence for a memorial bench is granted for a period of 5 years. Ownership of the bench remains with the Council.
- **Renewal:** The licence can be renewed for additional 5-year periods upon request and subject to Council approval.
- **Fee:** A fee will be charged for the initial licence and each renewal. The fee covers the cost of the bench and maintenance.

4. Bench and Plaque Specifications

- **Bench:** The Council will provide a standard bench model to ensure uniformity and quality.
- **Plaque:** The applicant will supply a plaque, with an inscription approved by the Council and the Council will install the plaque. The plaque size depends on chosen bench.

5. Maintenance

- **Responsibility:** The Council's town keepers will be responsible for the maintenance of the bench and plaque for the duration of the licence.
- **Upkeep:** Regular inspections and necessary repairs will be carried out to ensure the bench remains in good condition.

6. Renewal Process

Adopted: February 2025
Due for review: February 2028



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- **Notification:** The Council will notify the licence holder 6 months before the expiry of the current licence.
- **Application:** Licence holders wishing to renew must submit a renewal application form and pay the renewal fee prior to the expiration of the previous licence period.
- **Approval:** The Council will review renewal applications and notify applicants of the decision following the next Full Council meeting.

7. Termination and Removal

- **Non-Renewal:** If the licence is not renewed prior to the expiration of the licence period, the bench and plaque will be removed or reassigned by the council.
- **Damage:** In cases where the bench is damaged beyond repair, the council will replace the bench under terms of the original licence.

8. Current memorial benches

- Memorial benches that have already been purchased will be at the owner's cost. A renewal agreement is required to be signed on the 5th anniversary of placement and the above conditions (paragraph 3), will then be in place.
- Council retains the right to remove individually owned benches that are deemed a health and safety risk from their property and informing the owners.
- Owners will be offered the opportunity to replace the bench at the standard licence terms as stated above in paragraph 3.
- Removed benches and plaques will be retained for 6 months after which they will be disposed of.

9. Contact Information

For any enquiries or assistance, please contact the Council office at office@brandon-tc.gov.uk.

Appendix of costs

Application form



BRANDON TOWN COUNCIL

MEMORIAL BENCH APPLICATION FORM

1. Applicant Details

Full Name:

Address:

Phone Number:

Email Address:

2. Bench Location Preference

Preferred Location (Park/Area):

Specific Spot (if any):

3. Inscription Text

Please provide the text you would like inscribed on the bench (subject to approval):

4. Agreement to Terms

I hereby confirm that the information provided is accurate and I agree to the terms and conditions set by the council regarding the installation and maintenance of the memorial bench.

Signature: _____

Date: _____

BENCH OPTIONS AND PRICES



Bench 1 - £724.00

The Buckingham Seat is an elegant designed, standard weight iroko seat which combines the traditional aesthetic with the contemporary timber elements.

Dimensions: 1500mm (l) x 650mm (w) x 900mm (h)



Bench 2 - £848.19

The Elwood Seat is a low maintenance timber-effect bench with a back rest.

Dimensions: 1985mm (l) x 675mm (d) x 915mm (h)

Additional Costs:-

£80 Installation

£100 Maintenance (Bench 1 only)

(please note prices shown are current and may change with increases from suppliers)