



TOTTON & ELING TOWN COUNCIL

Memorial Benches Policy

Author: Town Clerk
Responsibility: Amenities
Review Date: October 2027

Introduction

- 1.1. Totton and Eling Town Council understands and respects the wishes of its residents to remember loved ones through memorial benches. This policy provides guidance for potential applicants to understand locations that are available for memorial benches, as well as our arrangements for application and for future maintenance.
- 1.2. This policy is intended to provide a guideline for applications for memorial benches only in locations owned by Totton and Eling Town Council. We cannot provide guidance on land owned by New Forest District Council or by other landowners.
- 1.3. The content of this policy is not exhaustive and is subject to change. It will be revised as necessary to meet changing circumstances and proposed amendments will be considered by the Amenities Committee.
- 1.4. The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

2. Locations

- 2.1. This policy covers the areas of land owned or managed by Totton and Eling Town Council which may be appropriate for a memorial bench.
- 2.2. Memorial benches will be allowed at sites where there is space for them. The Town Council may decline an application if there is insufficient capacity, space or it would be inappropriate for the character of the area.
- 2.3. Memorialisation of existing benches in all requested locations will be given individual consideration.

3. Terms and Conditions

3.1. Terms and Conditions – General

- 3.1.1 Applications for memorial benches must be made using the official request form and must be signed by the applicant.
- 3.1.2 The purchase of each memorial bench and their installation, if applicable, will be carried out by the Council in line with its risk assessments. The Council will not accept benches provided directly by applicants. The Council will obtain a price at the time of application. Following approval by the applicant, all memorials must be paid for in full.
- 3.1.3 All plaques are supplied by the applicant to the Head of Community Services, subject to the conditions below. The cost of plaques will be covered by the applicant.

3.2 Terms and Conditions – Memorial Benches

- 3.2.1 Once installed, the memorial bench will not be insured by the Council, but they will be maintained in accordance with the Council's routine maintenance programme for such furniture.
- 3.2.2 New bench seats will be of a type, design and colour approved by the Council. They will usually be installed on a base, which will also be installed by the Council.
- 3.2.3 If a seat or bench reaches a state of disrepair due to wear and tear, the Council will attempt to contact the owner and ask if they would like to cover the cost of replacement, or whether the memorial should be removed.

- 3.2.4 The Town Council will notify the applicant in the event that the memorial bench is damaged or vandalised and seek agreement on whether the applicant wishes to pay for a repair, replacement, or agree to removal.
- 3.2.5 In terms of an acceptable plaque spec, 4" x 2" (approx. 10cm by 5cm) is considered standard. As for material, we generally ask for brass with rounded brass screws.
- 3.2.6 No additional mementoes (e.g., vases, statues, flowers, wreaths, balloons, or other ornamentation etc), shall be permitted on or around the memorial bench. If such are found the Council reserves the right to remove and dispose of any such items without reference to the family concerned.

3.3 Memorialisation of Existing Benches

- a) Application for the adoption of existing Town Council benches for memorial purpose shall be made using the official request form.
- b) Plaques to be placed on existing benches for memorial purpose will be supplied by the Town Council but costs met by the applicant.

4. Standards for Maintenance and Care

The Council will maintain memorial benches to the usual standard for other public facilities. The Council will treat such memorials with appropriate respect but will not undertake to keep them to a higher standard of care. Applicants are welcome to undertake their own cleaning of benches.

5. Memorial Register and Contact Details of Donors

- 5.1. Applications for memorial benches shall be kept by the Council on a Memorial Register. The Register is a Confidential document for use only by the Town Council for the purpose of contacting the applicant should the need arise. Consent for such use will be assumed as consequent on the application in accordance with the Data Protection Act. Applicants may request that their details are not held on the Memorial Register (or removed from the Register) on the understanding that in the absence of such contact details, the Council will not be in a position to consult them on matters relating to the memorial and it will therefore take such action as it sees appropriate.
- 5.2. It will be the responsibility of the applicant to ensure that the Council is kept informed of any changes to contact details.

6. Application Process

Applicants must complete the attached online application form. Paper copies can be provided on request. Please submit your application form to: -

info@tottoneling-tc.gov.uk, or drop it in to reception at the Civic Centre, Totton.

**TOTTON AND ELING TOWN COUNCIL
APPLICATION FORM – MEMORIAL BENCHES**

Section A – Applicant Details

Applicant Name	
Applicant Address	
Telephone Number	
Email	

Section B – Preferred location

Please add any specific area details for consideration
(Totton and Eling Town Council cannot give permission for memorial benches on land not in its ownership):

New Benches – requested location: -

Adoption of existing Benches – requested location: -

Section C – Memorial Plaque

The plaque will be supplied by the applicant in accordance with the terms and conditions of the Council's Policy for Memorial Benches. The cost of the plaque will be met by the applicant.

Details of inscription (Please use exact wording/format)

Section D – Terms and Conditions

The Council's Policy for Memorial Benches contains the Terms and Conditions associated with this application.

Signature below will be taken as confirmation that applicant accepts the Terms and Conditions.

Applications will not be accepted without such acceptance or in the absence of a signature.

Section E – Date and Signature

Date of Application	
Signature of Applicant	