Woodbury Parish Council

(serving Exton, Woodbury, and Woodbury Salterton)

Bench Policy

Adopted 13th January 2025 and reviewed annually.

OVERVIEW

- Woodbury Parish Council ('the Council') receives occasional requests from the public to donate/install memorial benches and plaques. The Council can only consider applications for benches to be installed on land in the Council's ownership. Some locations in the village are owned and managed by East Devon District Council, who must be contacted directly, should an individual wish to place a bench on their land.

- There is no legislative requirement for the provision of public memorial benches, although it is accepted that they provide a useful and valued public amenity as well as a place to sit and reflect on those loved ones who have been lost.

PROCEDURE TO APPLY TO PURCHASE A BENCH TO BE SITED ON COUNCIL LAND

- All applications for memorial benches should be completed on an official application form in the format attached hereto. They must be signed by the applicant, giving extended family details where possible, as an additional means of contacting the donor or their family, should this be necessary at a future date.

- Requests will be accommodated where possible, but it may be necessary to offer alternative locations, if space is not available at the preferred site.

- Any applicant will be required to meet the cost of purchasing a bench along with delivery fees and an installation fee to include the cost of any materials (e.g. Cement or in some cases the creation of a base). Furthermore, the Parish Council will source the bench to ensure style and design of all benches remain consistent across the parish (recycled material).

- Once installed, basic maintenance of the bench will become the responsibility of the Council, i.e. annual painting and minor repairs. If major repairs are required,

the applicant will be contacted and notified of costs and asked to meet/contribute towards the cost if repairs are viable.

- Whilst the Council will endeavour to maintain and repair wherever possible to prolong the life of each bench if, in the view of the Council, repairs are not viable and a bench is no longer safe for use, then the applicant (and, if unavailable, other family members detailed on the application form) will be contacted and asked whether they would like to supply a replacement bench.

- When a bench is no longer capable of repair, whilst the Council will use reasonable endeavours to contact the applicant in the first instance and thereafter alternative contacts provided on the application form, if this is not possible, then the Council, in its absolute discretion, may remove and dispose of the bench as it sees fit.

- The Council cannot guarantee the long-term safety or security of benches and is not responsible for any replacement bench resulting from damage and vandalism or deterioration with age. In the unlikely event that a memorial bench is stolen, the Council shall not be responsible for providing a replacement.

- No additional mementoes such as vases, statues, wreaths, shrubs, trees and other planted vegetation, shall be permitted on or around the bench. Flowers will be permitted.

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Clerk to the Council:

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Woodbury, Devon EX5 1LP

Telephone: 01395 233791
Website: woodburyparishcouncil.gov.uk
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Application for a Memorial Bench

Date of Application	
Applicant's Full Name	
Applicant's Address	
Applicant's Contact Telephone Numbers	Landline Mobile
Applicant's Email	
Alternative Contact Name (by submitting alterative contact details, the applicant hereby gives the Council's permission to contact this person or persons and consents to them making a decision as regards to the replacement or disposal of bench to which this application relates	
Alternative Contact's Address	
Alternative Contact's Telephone Numbers	Landline Mobile
Alternative Contact's Email	
Details of bench – please attach specification, size and photograph of proposed bench with this application form	
Details of memorial plaque to be affixed to bench – please supply details of proposed wording for memorial plaque for approval.	

Please return this form by post or email (addresses above)

LOCAL COUNCIL AWARD SCHEME QUALITY