



West Swindon Parish Council

# COMMEMORATIVE DONATION SCHEME

DRAFT

**Adopted:**

## 1 INTRODUCTION

- 1.1 West Swindon Parish Council supports the needs and principles of allowing commemorative 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 scheme is managed and regulated for the mutual benefit of all. We are happy to consider requests for memorials, but it is important to remember that the area is enjoyed by a wide range of users and residents. Some areas of West Swindon are prone to flooding and others are deliberately maintained in a "wild" state. Maintenance regimes in public open space may be subject to change during the life span of a commemorative item.
- 1.2 It is the intention that the scheme only covers broad common issues and is not meant to be exhaustive. The content of this scheme will be revised as necessary to meet changing circumstances.

## 2 LOCATIONS

- 2.1 Public open space maintained by the Parish Council within West Swindon Parish.
- 2.2 In locations that have been identified suitable for an additional bench or commemorative item.

## 3 POLICY – Terms & Conditions

### *Benches:*

- 3.1 All applications for commemorative benches should be completed on the official request form and be signed by the applicant. The Commemorative Scheme allows residents to donate a bench which then becomes a Parish Council asset, owned and maintained by the Parish Council.
- 3.2 All commemorative benches donation fees should be paid for by the applicant before the completion of the installation. A maintenance fee of £150 per 10 year period is added to the installation costs prior to installation.
- 3.3 Applicants will be able to provide a plaque, size as specified, to be fixed to the bench slats. Due to the public nature of any plaques, wording will be restricted. Plaques will be able to specify
- Commemorative Sentence: 'In Memory of'
  - Name:
  - Dates of Birth or reference time to resident or recognition of public office (if appropriate)
- Wording will be confirmed as part of the Application Confirmation.
- 3.4 The Parish Council will limit the number of commemorative benches in particular areas and will confirm the suitability of locations to individual applicants prior to any acceptance of the request. Locations will be indicative and may need to be adjusted in

the event of problems with site installation.

- 3.5 The Parish Council will monitor and maintain benches as part of an ongoing maintenance programme. Minor repairs will be completed as and when necessary. Applicants will be made aware that in some outdoor locations, benches may be subject to natural weathering or may be subject to breakage or vandalism or may be the focus of anti social behaviour.
- 3.6 The Parish Council reserves the right to move the location of the bench should the need arise, for purposes such as grounds maintenance or reasons of safety, or for any other purpose deemed reasonable. The bench will be relocated as near to the original location as possible. The Parish Council will notify the applicant ahead of any relocation and will endeavour to find a suitable alternative. The Parish Council will not refund an applicant in the event of relocation but will bear the costs associated of any new installation. If an applicant is dissatisfied with the site of a relocation, they can request that the Parish Council removes the commemorative plaque.
- 3.7 Where possible, the Parish Council will notify the applicant in the event that the commemorative bench is damaged or problems have occurred. The applicant should ensure that the Parish Council is in possession of current contact details. The Council will keep a record of applicants and their contact details in accordance with the General Data Protection Regulation
- 3.8 No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the bench.
- 3.9 The Parish Council reserves the right to remove any commemorative benches that have been damaged and are in the view of the Parish Grounds Team beyond economical repair.
- 3.10 The Parish Council accepts no liability for damage to any commemorative bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
- 3.11 Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.



- 3.12 Commemorative plaques fitted to benches to be a maximum size of 175mm wide x 50mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.

- 3.13 Residents may apply to the Parish Council to apply a plaque to an existing bench. In the event of this being agreed, the applicant will be advised that the plaque is for the duration of the life span of the bench and accepts the condition of the existing bench in its current state. It will not be transferred to a new bench in the event of the existing bench being replaced. The applicant will be charged £100.00 for the fitting and maintenance of the plaque.
- 3.14 The Parish Council in line with the current maintenance regime for benches will maintain the plaque. The Parish 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. Where possible, notice will be given to the applicant that the bench is identified for disposal.
- 3.15 Any maintenance carried out by a third party will be in strict agreement with the Parish Council.
- 3.16 The Council will normally only permit commemorative benches to individuals who have lived in or have a special connection to West Swindon. The council regrets that it is unable to accommodate memorials to deceased pets.

#### 4 ESTIMATED COSTINGS

- 4.1 The Parish Council has identified three types of bench and will determine which style bench is appropriate to the location requested.

*Approximate costings:*

• Cast Iron & Hardwood park bench with arm rests	£450.00
• Cast Iron & Hardwood park bench without arm rests	£400.00
• Sleeper style rustic bench	£150.00
• Plaque only fixing	£100.00
• Compulsory maintenance one off fee	£150.00
• New grounds works/paving as required	£150.00

#### 5. APPLICATION PROCESS

- 5.1 Applications will be made in writing to the Parish Office. The Clerk will review applications with the Chair of the Parish Council or Chair of Planning & Environment Committee. If there are issues arising, the Clerk may take applications to the next Planning & Environment Committee for a review.
- 5.2 If an application is accepted, the Clerk will confirm costs, locations, style of bench and any other final details with the applicant prior to their payment.
- 5.3 On receipt of payment, the bench will be ordered and installed. Applicants will be advised that this process may take up to 12 weeks.

## Commemorative Donation Application Form

Please complete, print and return to:

West Swindon Parish Council, West Swindon Library, Link Centre, Whitehill Way, Swindon,  
SN5 7DL

### Applicant Contact Details

Name

Address

Telephone

Email Address

I am applying to donate a

Bench

Plaque

Location for commemorative bench requested:

### Memorial Plaque Information

*Sentence: 'In Memory of'*

*Name:*

*Dates of Birth or reference time to resident or recognition of public office (if appropriate)*

Signature

Date:

## Memorial Bench Form of Agreement

This Form of Agreement is for Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench.

Memorial Agreement between West Swindon Parish Council and *Applicants Name and Address*

Thank you for your application.

### Approved Commemorative Details:

Type of bench/plaque:

Commemorative Wording Approved:

The Parish Council has approved your request to donate a commemorative bench or plaque in the following location:

Once the bench has reached the end of its natural life (approximately 10 years), the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the bench or plaque in this event.

Please read the accompanying Commemorative Policy to understand the details of this agreement.

On receipt of payment, the Parish Office will make the necessary arrangements for the order and installation of your request. If this is a plaque only request, you will need to deliver the plaque with the agreed wording to the Parish Office for installation. Please note, delivery and installation can take up to 12 weeks.

An invoice is enclosed.