



Peacehaven Town Council

Memorial Benches Policy

All applications to erect a memorial bench must be approved by the Leisure and Amenities Manager or Town Manager, or using their delegated powers, the Chair and Vice Chair of the Leisure and Amenities Committee

All applications must be in writing and signed by the applicant

Written correspondence declaring confirmation of location is provided to the purchaser, by the Town Council, detailing map location and photograph in situ, within 28 days of installation

Payment of asset will be due to the Council, within 28 days of invoice

The style and location of the bench will be subject to consultation with the Leisure and Amenities Manager (or as above Town Manager, Chair or Vice Chair of the Leisure and Amenities Committee)

The owner of a memorial bench is responsible for the maintenance of their bench, providing a signed Maintenance Agreement to the Council, unless agreed otherwise by the Leisure and Amenities Manager or Town Manager

Memorial benches are secured to a solid foundation and fitted by Leisure and Amenities Groundstaff where possible

All benches installed are done so at the owner's risk. Replacement benches are subject to terms and conditions of the current Council Public Insurance Policy and are not guaranteed cover

The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Council is in possession of current contact details

The Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age, subject to Maintenance Agreement Terms. The Council reserves the right to remove any bench that is in a considerable state of disrepair or in their view is a risk to health and safety

In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement

Adopted by Policy and Finance Committee November 2016

To be reviewed November 2020