



Peacehaven Town Council

Memorial Benches Policy

All applications to erect a memorial bench must be approved by the Parks Officer or Town Clerk, or using their delegated powers, the Chair and Vice Chair of the Leisure, Amenities, and Environment 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 Parks Officer (or as above Town Clerk, Chair or Vice Chair of the Leisure, Amenities, and Environment 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 Parks Officer or Town Clerk.

Memorial benches are installed by the Grounds staff 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: 22nd November 2016

Reviewed: 8th November 2022

Next Review Due: 7th November 2024