



# HASLEMERE TOWN COUNCIL

## MEMORIAL BENCH POLICY

### Introduction

1. Haslemere Town Council supports the needs and principles of allowing memorial benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Town Council will ensure that the issue is managed and regulated for the mutual benefit of all.
2. It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

### Locations

1. Memorial benches are considered at all suitable locations on land owned by Haslemere Town Council (see Appendix 1).
2. The style of bench should be in keeping with others at the location (see Appendix 1).

### Application terms and conditions

1. All applications for memorial benches should be completed on the official request form. Such applications will be held on file for the next available bench adoption or replacement.
2. Should an application for a replacement bench be approved we will charge a fee of £75 to cover administration and insurance costs. This fee will need to be paid prior to installation of the bench.

### Specification

1. Memorial benches should be ordered and paid for by the applicant to the specification agreed by the Town Council.
2. Benches should be in keeping with others in the location (see Appendix 1).
3. Memorial benches will be installed to the Town Council's specification and paid for by the applicant, following advice from its grounds contractor (see 4 below).
4. On a case by case basis it may be advised that a concrete base on which the bench affixes to has to be laid for safety reasons and stability of the bench.
5. If a concrete base has to be laid it will be in keeping with the footprint of the bench, and to a depth that takes into account ground erosion caused by users, and no thicker than 100mm.

6. The applicant will arrange for the installation of the bench, and laying of the concrete base where required.
7. Any memorial plaque is to be 100mm x 50mm and of brass colour. Memorial plaques fitted to benches shall fit in the centre of the upper most lath of the back of the bench.
8. Memorial plaques inscription limited to name and dates.
9. If there is no requirement for a new bench or replacement bench, a memorial plaque fitted to an existing bench will be considered.

#### **Maintenance and Damage terms and conditions**

1. The Town Council will notify the applicant in the event the memorial bench is damaged.
2. The applicant should ensure that the Town Council is in possession of current contact details.
3. The Town Council reserves the right to remove any memorial benches that have been damaged and are beyond economical repair.
4. Minor damages should be repaired by the applicant/owner of the bench and if this is not possible the Town Council may consider repair at their expense.
5. The Town 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. Any replacements of benches or plaques will be the responsibility of the original applicant.
6. Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.



# HASLEMERE TOWN COUNCIL

## HASLEMERE TOWN COUNCIL MEMORIAL BENCH APPLICATION

Applicant's name:	
Applicant's address:	
Postcode:	
Telephone:	
Email:	
Please notify us of any change of name or address so we can contact you if we need to. Please refer to our website for our Privacy Statement and Data Collection Policy.	

Name of person/group for dedication:	
Wording for the dedication	
Preferred location:	
Preferred style of bench:	
Please indicate if you are happy with a plaque installation only	

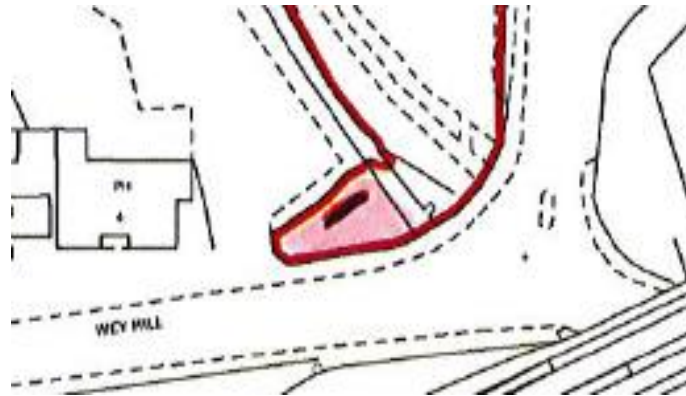
I agree to adhere to the specifications memorial bench policy as set out by Haslemere Town Council when purchasing the bench and will use an installation contractor who has been approved by the Council prior to the installation.

Signed:

Date:

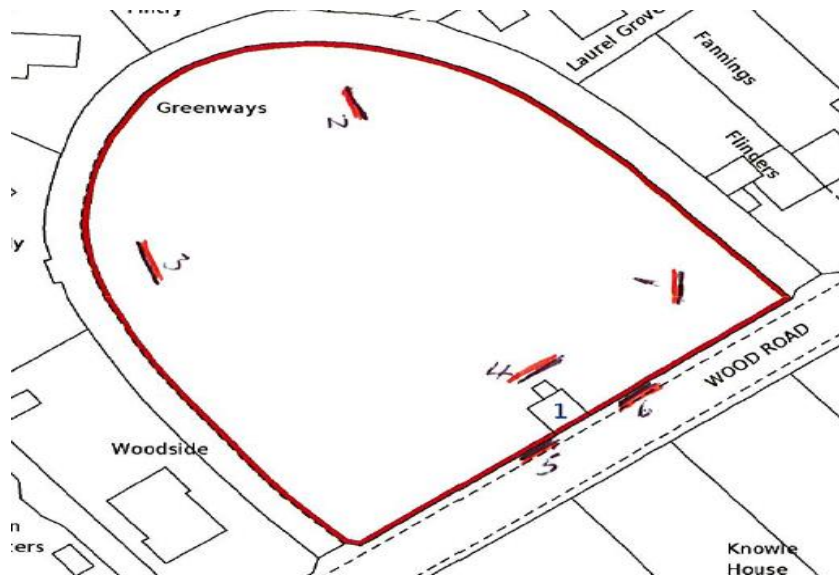
Please return completed page 3 of the application to:  
Haslemere Town Council, Town Hall, High Street, Haslemere GU27 2HG  
[deputy.clerk@haslemeretc.org](mailto:deputy.clerk@haslemeretc.org)

### Clement Corner Bench





## Grovers Garden Benches



1.



2.

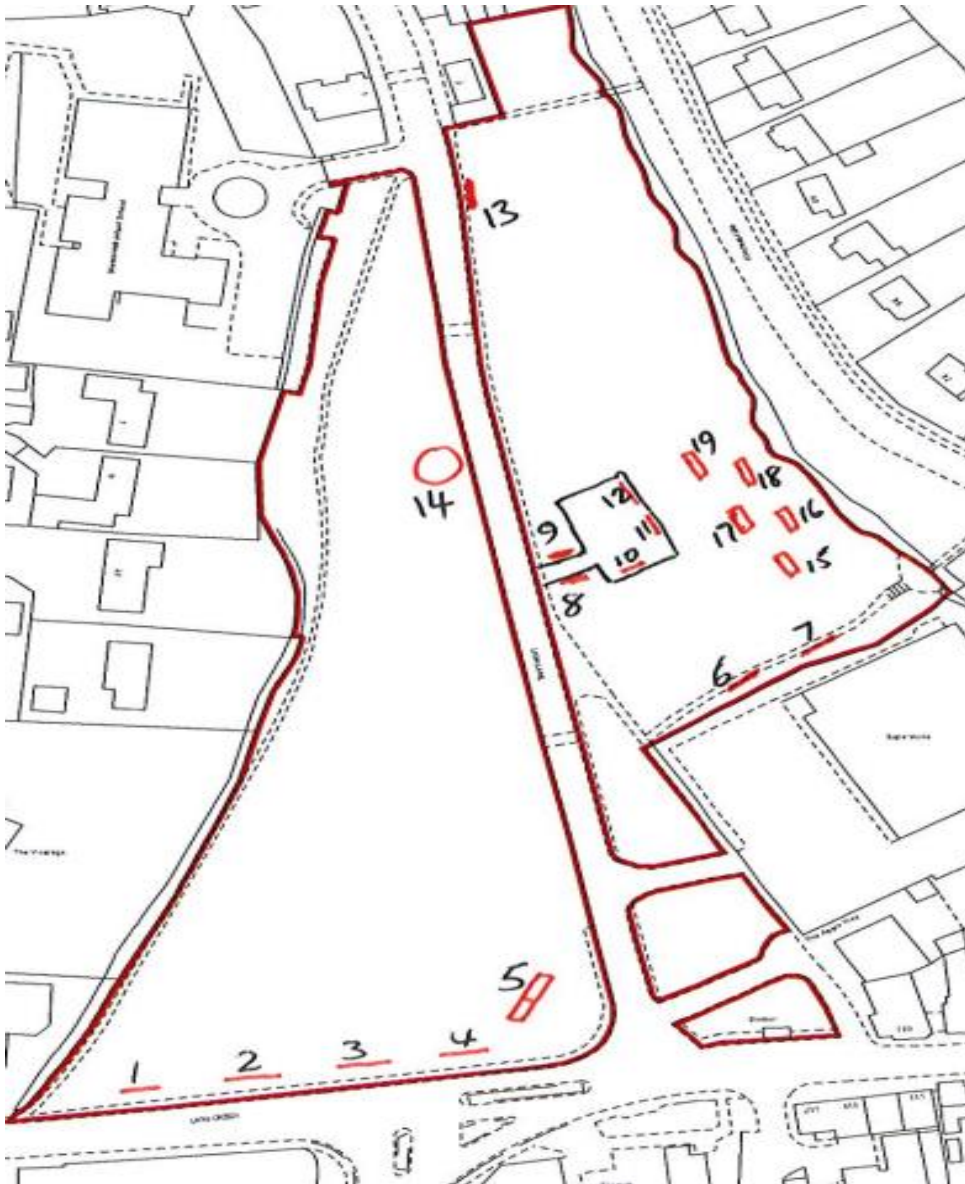
3&4 (below – 3 has an inscription)



4



## Lion Green Benches



1.



2.





3.



4.



5.



6.



8.



9.





10 - 12.



13.



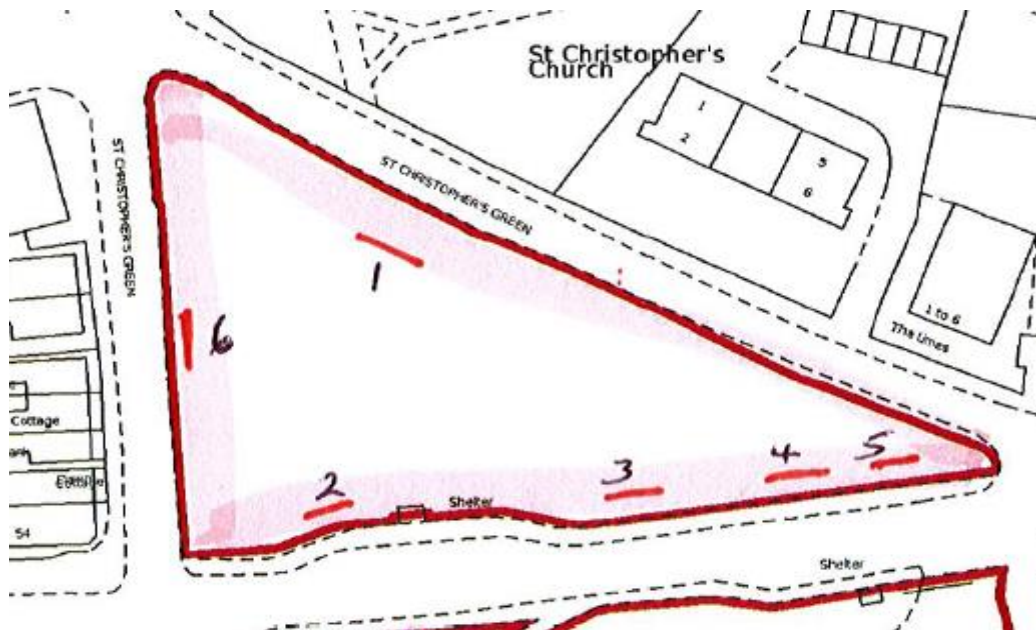
14.



15.- 19.



## St Christophers Green Benches



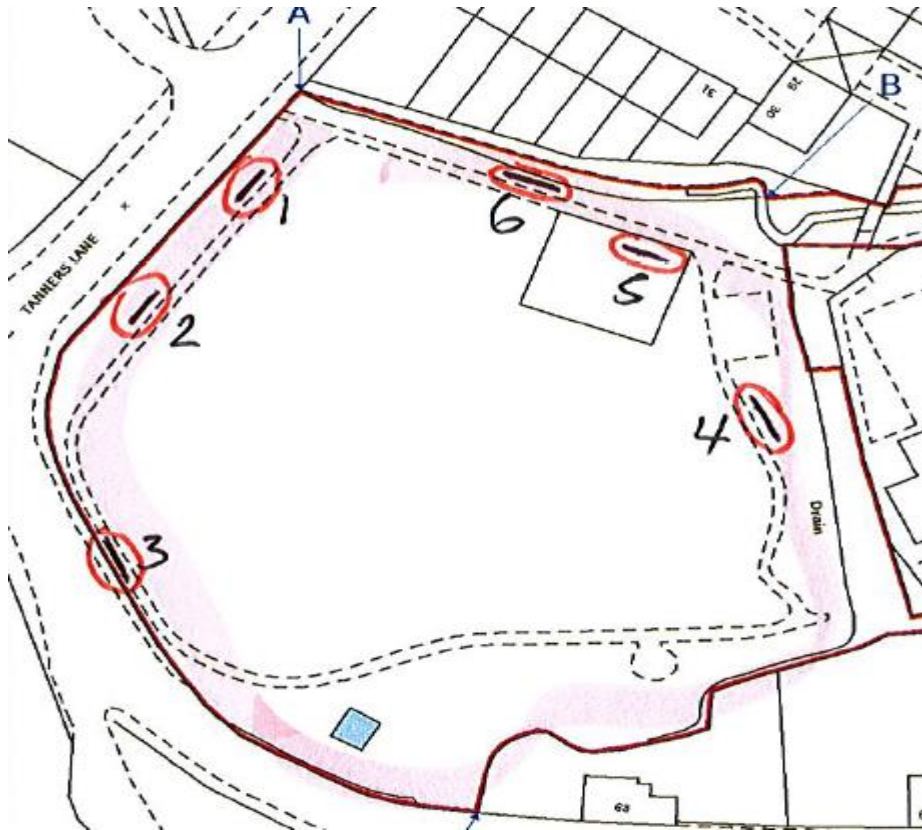
1-5.



6.

## Town Meadow Benches

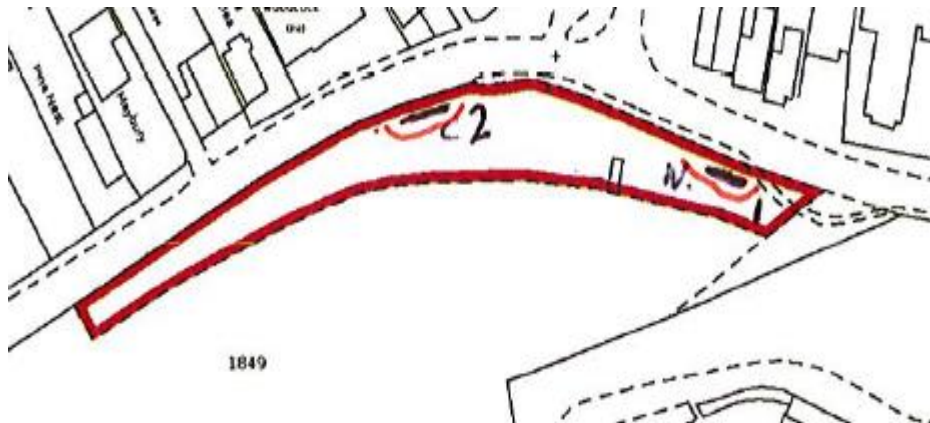
2-



1 – 6.



## Woodcock Green Benches

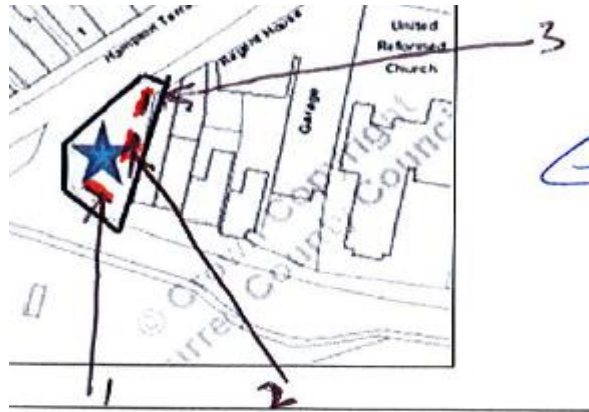


1.



2.

## Woodcock Memorial Garden Benches



1.



2.



3.



4.





### Approximate Costings for Benches

#### **Plastic / Composite**

Borthy Seat – Broxap	From £418.00 + VAT
Ludworth Seat – Broxap	From £478.50 + VAT
Ashwater Seat – Broxap	From £454.30 + VAT

#### **Wooden**

Kennington Seat – Broxap	From £742.00 + VAT
Cheriton Heavy Duty Seat – Broxap	From £387.00 + VAT

#### **Steel**

Roslin Seat – Broxap	From £578.00 + VAT
St Endellion Seat – Broxap	From £610.00 + VAT

#### **Cast Iron**

Blackburn Anti Vandal Seat – Broxap	From £560.00 + VAT
Lakeside Anti vandal Seat – Broxap	From £568.00 + VAT

#### **Picnic**

Garthdee Picnic Bench – Broxap	£752.00 + VAT
--------------------------------	---------------