



Ollerton & Boughton Town Council Memorial Bench Policy

What & Who is Covered by the Policy

1.1 The policy covers any memorial bench placed on Ollerton & Boughton Town Council owned and managed property, and is relevant to anyone who has commissioned or is thinking of commissioning a memorial bench.

1.2 Ollerton & Boughton Town Council owned property includes but is not restricted to: Central Park, Cemetery, War Memorial Gardens, Allotments, Play Parks

Legal Framework

2.1 The installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, Ollerton & Boughton Town Council can only approve memorials on Town Council owned or managed land. The Council may support applications for benches placed on the public highway, but permission may be required from the local highway's authority, Nottinghamshire County Council

2.2 Generally-speaking, installing benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Town Council is unable to approve the installation of benches for a variety of reasons to include but not restricted to ground conditions, appropriate location etc

2.3 Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

2.4 When the Council agrees to the installation of a bench, they are bought by the friends and family and donated to the community for public use. It remains the responsibility of the donor to keep the bench in good order. The Council reserves the right to relocate or remove the bench should the location become inappropriate or the bench falls into a state of disrepair.

Policy Statement

Determining requests:

3.1 Enquiries for a memorial bench should be made in writing or by email to office@ollerton-tc.gov.uk. All requests will be considered in the first instance by the Town Clerk who has the right to defer any decision to the Environment Committee where appropriate. Any appeals will also be considered by members of the Environment Committee.

3.2 The Council will endeavour to accommodate any reasonable requests for the installation of memorial benches on Council owned property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, anti- social behaviour, over population of benches, or any other material factors

Created	Version	Adopted	Reviewed
5 th September 2023	2	20 th September 2023	10 th June 2026

3.3 Only benches suitable, in-keeping to the immediate surrounds and benches of a robust design will be considered. The Council will advise on suitable options, but will endeavour to meet any specific requests.

3.4 The exact location of the bench will be agreed during a site visit with Council staff. It is the donor's responsibility to ensure that the location (and orientation in the case of a bench) is well-communicated to the Council and confirmed in writing, by letter or email, with an accompanying sketch.

3.5 Where an existing bench is in poor condition, the Council and donor may agree to the installation of a memorial bench in its place, the full cost of which shall be met by the donor as detailed below.

3.6 Memorial benches will only be considered from people that can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

3.7 Details of the proposed bench (including, but not limited to: dimensions, design, style, materials, pictures or sketches of the final design) shall be submitted to the Council before the bench is purchased.

Costs

4.1 The donor is responsible for the full cost of the bench which will include delivery and any installation costs (e.g. fixings, paving or base around the bench).

Installing

5.1 The arrangements for ordering and installing the bench will be the responsibility of the donor but the Council must pre approve the specification and be informed of all arrangements regarding installation.

5.2 Installation and maintenance must be carried out by a competent person and proof of public liability insurance and risk assessments must be provided on request.

Plaques

6.1 Commemorative plaques can be affixed to a memorial bench subject to agreeing a size, wording, and specification with the Council

6.2 Subject to prior written approval, commemorative plaques may be affixed to existing benches where there is no other visible sign of it being a memorial bench.

Maintenance

7.1 The Council will only approve high quality, durable benches, and where possible these may be made of composite recycled material to reduce the burden of future maintenance & replacement costs

7.2 Donors should also be aware that benches in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.

7.3 It remains the responsibility of the donor to keep the bench in good order. The Council reserves the right to relocate or remove the bench that it deems to be unsafe, unrepairable or other reasons.

7.4 No placing of flowers or other objects at memorials will be permitted.

7.5 No scattering of ashes of humans or pets at any site will be permitted

7.6 The donor shall not be permitted to undertake, or arrange for, any maintenance of the memorial bench without the prior written permission of the Council. See also item **5.2**