



Parish Council
Thornton-le-Dale

Policy & Guidance for Memorial Benches



Adopted and updated with amendments: 04 November 2025 PCM
To be reviewed: November 2026 PCM

1. INTRODUCTION

- 1.1** Thornton le Dale Parish Council supports the need 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 Parish Council will ensure that this need is managed and regulated for the mutual benefit of all.
- 1.2** 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.
- 1.3** The Parish Council reserves the right to refuse any application which it deems unsuitable. The decision of the Parish Council will be final.

2. LOCATIONS

- 2.1** Parish Council owned/managed land.

3. POLICY – Terms and Conditions

- 3.1** All applications for memorial benches should be completed on the official request form and be signed by the applicant, these details will be retained for the life of the bench
- 3.2** The Parish Council will provide the names and details of suitable bench suppliers to enable applicants to select a bench.
- 3.3** Discussion will need to take place between the applicant and the Parish Council regarding the type of bench, plaque, location, purchase and installation. If there are no available existing bench 'spots' applicants must apply for their own planning consent / license permissions.
- 3.4** All memorial bench, plaque and installation costs should be paid for by the applicant prior to ordering.
- 3.5** A routine maintenance/regular inspection fee of £150 (Hardwood) OR £50 (Recycled) per 10-year period is due to the Parish Council prior to installation. All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.
- 3.6** The Parish Council will limit the number of memorial benches in particular areas.
- 3.7** The Parish Council will notify the applicant in the event a memorial bench is found to be damaged. The responsibility and cost of repair will be for the applicant. The applicant must ensure that the Parish Council is in possession of current contact details.
- 3.8** The Parish Council reserves the right to remove any damaged memorial benches and are in the view of the Parish Clerk or Parish Council appointed Inspectors, beyond economic repair. Likewise, any

benches which have not been repaired within four weeks of the notification referred to in (3.7) above. The Parish Council reserves the right to seek any cost of removal from the applicant.

- a) The Parish Council will take reasonable steps to locate the owners of benches removed under 3.8 and which owner details have not been historically recorded. Reasonable steps include the use of the Parish Councils website and social media.
- b) In the event that no contact can be established with owners of benches removed under 3.8, bench spots will remain vacant and available to the previous bench owner for a period of 6 months, after which 3.1 will refer.
- c) Vacant and available bench spots may be considered for use of a temporary bench installation, owned and provided by a suitable local organisation / applicant as 3.3.

3.9 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.

3.10 Benches will be of the type and colour specified by the Parish Council and to be in keeping with the intended location.

3.11 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and to be an easy fit in the centre of the upper most lath of the back of the bench. Please supply plaque inscription with your application.

3.12 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. Any application for a replacement of removed benches or plaques will be the responsibility of the original applicant.

3.13 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

4 STYLE AND COST OF BENCH

4.1 Permission will only be given for the following benches. The Parish Council's preference, in terms of material, will be a bench made from recycled materials:

- Recycled Material
- Hardwood

APPLICATION REQUEST FOR A MEMORIAL BENCH

Please contact the Parish Council to discuss your requirements, prior to completing this form.

Full name/title	
Address:	
Post code:	
Tel no (including area code):	
Mobile no:	
E-mail:	

Please remember to notify us of any change of contact details so we can reach you if necessary

Name of person for dedication (block capitals):	
Chosen supplier and name of bench (must be hardwood or recycled material)	
Preferred location of bench (permission for a bench can only be given for Parish Council owned/managed land):	
Plaque inscription requested 30 words max. (max. size 175mm wide x 75mm high)	

Signed:

Date:

Please return application request form to:

Parish Council Clerk email: parish.clerk@thorntonledale-pc.gov.uk